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Republic of the Philippines
 Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON
 Capitol Compound, Sorsogon



May 20, 2019

DIVISION MEMORANDUM

No. 84, s. 2019

To: Division HRMO
 Concerned Secondary School Heads
 Concerned Senior High School Teachers

REAPPOINTMENT OF SENIOR HIGH SCHOOL TEACHERS ON PROVISIONAL STATUS

- As stated in the Civil Service Memorandum Circular No. 24, s. 2017 (Revised July 2018), otherwise known as 2017 Omnibus Rules on Appointment and Other Human Resource Actions, specifically Rule IV, Section 10, b:

Provisional – an appointment issued to an appointee who meets all the requirements of the position except the eligibility but only in the absence of a qualified eligible actually available who is willing to accept the appointment, as certified by the Schools Division Superintendent. **It shall not be effective beyond the school year during which it was issued.** The appointment may be subject to reappointment (renewal).

- In view of the foregoing statement, all Senior High School teachers who are on provisional status are required to renew their appointments and submit the needed requirements to the Office of the HRMO on or before June 12, 2019.
- For those who have already passed the Licensure Examination for Teachers (LET), you are also advised to renew your appointments from provisional to permanent.
- Below is the list documents needed for renewal of appointment:

PROVISIONAL STATUS (RENEWAL)		PROVISIONAL TO PERMANENT	
1 piece	White Folder with Plastic Cover	1 piece	White Folder with Plastic Cover
2 copies	Clearance from Previous Employer <i>School Clearance</i>	2 copies	Oath of Office
3 copies	Oath of Office	2 copies	Position Description Form (Form 122-D) <i>Signed by the School Principal</i>
3 copies	Position Description Form (Form 122-D) <i>Signed by the School Principal</i>	2 copies	Personal Data Sheet (Form 212) Revised 2017 <i>Signed by the Division Admin. Officer V</i>
3 copies	Personal Data Sheet (Form 212) Revised 2017 <i>Signed by the Division Admin. Officer V</i>	2 copies	Certificate of Rating <i>Authenticated by PRC</i>
2 copies	Transcript of Record	2 copies	Photocopy of PRC Licence <i>Authenticated by PRC</i>

PROVISIONAL STATUS (RENEWAL)		PROVISIONAL TO PERMANENT	
2 copies	Latest Approved Appointment <i>Authenticated by the Division Records Officer</i>	2 copies	Certificate of Good Standing <i>Authenticated by PRC</i>
		2 copies	Latest Approved Appointment <i>Authenticated by the Division Records Officer</i>

5. Also, the rating in the Individual Performance Commitment and Review Form should at least be **Satisfactory**.
6. Immediate and wide dissemination of this memorandum is desired.


LOIDA N. NIDEA, Ed. D., CESO V
 Schools Division Superintendent