



Department of Education  
Region V  
**SCHOOLS DIVISION OF SORSOGON**  
Sorsogon



**ACTION SLIP**  
**RECOMMENDATION FOR SUBSTITUTE TEACHER**

VACANCY				
NAME OF INCUMBENT, REASON FOR VACANCY AND DURATION OF LEAVE	POSITION ITEM	PLANTILLA NO.	SCHOOL	GRADE LEVEL(Elem) Major/Minor/Specialization) (Sec)

RECOMMENDEE			
NAME	GRADE LEVEL(Elem) Major/Minor/Specialization (Sec)	POST EARNED IN ASSESMENT	RESIDENTIAL ADDRESS

REMARKS:

Recommended by:

School Head

Recommending Approval:

**ATTY. ALLANA ERICA D. CORTES**  
Administrative Officer IV - HRMO

Approved:

**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent