



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

May 29, 2023

**DIVISION MEMORANDUM**

No. 110 s. 2023

**FOLLOW-UP FOR APPOINTMENT AND TRANSFER**

To: All Field Personnel  
All Teacher Applicants for Appointment/ Transfer

Inasmuch as the Division has an existing registry of Qualified Applicants (RQA) and abides by the existing Recruitment Selection and Appointment (RSA) laws, persistent follow-up at the Division Office and submission of letter-recommendation are not necessary and are strongly discouraged.

Follow-up for appointment may be done upon certification by the school head/ HRMO of an existing vacancy in the school within the barangay where the applicant resides and when his/her specialization matches the need of the school.

Further, application for transfer may be followed-up upon confirmation of existing vacancy in the school/station applied for, supported likewise by the same certification.

Also, all applicants in the RQA are advised to be ready with all documentary requirements at all times in case called for a substitute or permanent position.

Violation to this provision will count adversely on ones's application.

For strictest compliance.

  
**WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent



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