



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

June 7, 2021

Division MEMORANDUM
No. 239, s. 2021

**SUBMISSION OF SUPPORTING DOCUMENTS FOR APPOINTMENT OF
EXISTING SHS PROVISIONAL TEACHERS**

To : PSDSs/DICs
School Heads
SHS Provisional Teachers

1. The Planning, Human Resource and Organization Development Office (PHROD) released an unnumbered memorandum titled "*Period of Effectivity of the Existing Provisional Appointments of Teachers in the Senior High School*". It advised and clarified that all existing provisional appointments issued in SY 2020-2021 to Senior High School (SHS) teachers shall be effective until July 10, 2021, or the end of SY 2020-2021.
2. In alignment to this, there is a need to release an appointment reflecting the dates indicated above to all existing provisional SHS teachers whose appointments will expire before July 10, 2021.
3. Thus, all existing provisional SHS teachers whose appointments will expire before July 10, 2021, are required to submit the following documents to support their new appointment:
 - a. Oath of Office
 - b. Assumption to Duty
 - c. Position Description Form (PDF)
4. This new appointment shall be one of the bases in the compensation of services rendered from the date of expiration of the previous appointment until July 10, 2021.
5. Deadline of submission will be on June 11, 2021.
6. Immediate and widest dissemination is hereby directed.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Reference: DO 3, s. 2016
To be indicated in the Perpetual Index
under the following subjects:

SHS Provisional
JBD//SUBMISSION OF SUPPORTING DOCUMENTS
239 / JUNE 7, 2021



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
(086) 211-3225
surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V5



ISO Cert. No. AW/PH909100102

DC No: I-OSDS-002



Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-PHROD-2021-_____

TO : Regional Directors
Schools Division Superintendents
All Others Concerned

FROM : 
JESUS L.R. MATEO
Undersecretary for Planning and Human Resource
and Organizational Development

SUBJECT : Period of Effectivity of the Existing Provisional Appointments of
Teachers in the Senior High School

DATE : 27 May 2021

Sec. 10 of the Civil Service Commission (CSC) Memorandum Circular (MC) No. 14, s. 2018 on the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised 2018 defines provisional appointment as follows:

"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 (emphasis supplied). The appointment may be subject to appointment (renewal)."

In consonance with the above CSC definition and following the most recent adjustment of School Year (SY) 2020-2021 as stipulated in DepEd Order (DO) No. 12, s. 2021 titled *Amendment to DepEd Order No. 030, s. 2020 (Amendment to DepEd Order No. 007, s. 2020, School Calendar and Activities for SY 2020-2021)*, which extends the last day of the teaching and learning activities until July 10, 2021; it is hereby advised and clarified that all existing Provisional appointments issued in SY 2020-2021 to Senior High School (SHS) teachers shall be effective until July 10, 2021, or the end of SY 2020-2021.

This clarification is separate from the standing appeal of the Department to the CSC to allow the reappointment or renewal of the SHS provisional teachers who were first hired in SY 2016-2017.

For further queries and clarifications, please contact the Human Resource Development Division of the Bureau of Human Resource and Organizational Development (BHROD-HRDD) through bhrod.hrdd@deped.gov.ph.

For information and guidance.