



Republic of the Philippines  
**Department of Education**  
Region IV-A (CALABARZON)  
**Division of Cavite**  
Trece Martires City, Cavite



July 31, 2017


**DIVISION MEMORANDUM**  
**NO. 221s., 2017**

**HIRING OF SUBSTITUTE TEACHERS**

TO: Assistant Schools Division Superintendent  
Chief-CID  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads

To ensure continuous delivery of basic quality education, please be reminded on the following guidelines for hiring substitute teachers:

1. In reference to **DepEd Order No. 07 S 2015**, entitled **Hiring Guidelines for Teacher I positions Effective School Year 2015-2016**, the Registry of Qualified Applicants (RQA) shall be used in selecting qualified candidates to fill in the substitute teacher position/s.
2. Compensation of qualified personnel shall be charged against SEF (based on Joint Circular No. 1, series of 2017 on the Revised Guidelines on the Use of the Special Education Fund). Likewise, they shall receive salary equivalent to SG11 Step 1 (based on NBC 568).
3. Widest dissemination and strict adherence to this memorandum is highly desired.

  
**CHERRYLOU D. DE MESA**  
OIC/Schools Division Superintendent