



August 07, 2017

DIVISION MEMORANDUM  
NO. 230, s. 2017

**DESIGNATION OF MUNICIPAL HUMAN RESOURCE OFFICERS AND THIER  
DUTIES & RESPONSIBILITIES**

To: OIC, Schools Division Superintendent  
Chief, Curriculum and Implementation Division  
OIC Chief, Schools Governance and Operation Division  
All Education Program Supervisors  
All Public Elementary District Supervisors  
All Elementary, Secondary and Senior High School Heads  
All Junior and Senior High Administrative Officers  
All Junior & Senior High Administrative Assistants  
All Concerned

1. With the end in view of facilitating and ensuring sound, efficient, and systematize work flow procedure, please be informed that this Office designates Municipal Human Resource Desk Officers (MHRO) who will validate, check, verify and counter sign the completeness and accuracy of all documents before submission to Division Office.
2. They are expected to evaluate and validate all documents of school-based employees in their respective municipalities relevant to personnel actions. Documents, reports and prescribed requirements are shown in the attached enclosure 1.
3. Upon checking, the MHRO will affix their signature on the checklist and/or transmittal as a proof that documents were validated.
4. Elementary, Secondary and Senior High Schools will coordinate with their respective MHRO relative to all documents to be submitted in the Division Office and for further clarifications and queries.
5. The duly validated and evaluated documents of MHRO shall be submitted to Division Records Section for recording to ODC and endorsed to Division Human Resource persons in charge through the Schools Liaison Officer/MHRO.
6. The list of Municipal Human Resource Desk Officers in every Municipality is on the attached enclosure 2.



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7. In addition, submission of Form 6 (Leave Forms) is on **Tuesday of every week** for checking of the MHRO.
8. For your information and guidance.

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





Enclosure 1:

## **TERMS OF REFERENCE FOR THE MUNICIPAL HUMAN RESOURCE OFFICERS**

**REQUIREMENTS FOR THE APPLICATION OF RETIREMENT (TEACHER) c/o Elaine Balen**  
**(7 copies each)**

1. Application for Retirement
2. Service Record
3. Clearance for money & property Accountabilities District & Division
4. Statement of Assets & Liabilities
5. Administrative Clearance
6. Certificate of Last Day of Service
7. Certificate of Last Salary Received
8. Certification of Leave With or Without Pay

**TERMINAL LEAVE BENEFITS c/o Elaine Balen**  
**( 5 copies Each)**

1. GSIS Clearance
2. GSIS Claim Computation
3. GSIS Application Form
4. Letter of Intent to Retire and Approval
5. NSO Marriage Certificate
6. Latest Notice of Salary Adjustment (NOSA)
7. Service Record
8. Division Clearance
9. Assets and Liabilities
10. Certificate of Last Payment
11. Last Approved Appointment
12. Plantilla



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**ISSUANCE OF SPECIAL ORDER c/o Richelle Panganiban**  
**( 2 copies each)**

1. S.O. OIC/TIC = recommendation letter
2. S.O. Co - Signatory = letter request
3. S.O. Retention = recommendation letter
4. S.O. Transfer = letter request, clearance, Service Record
5. S.O. Separation = letter request, clearance, Service Record
6. S.O. Resignation = resignation letter, clearance, indorsement, Service Record
7. S.O. ALS Coordinator = letter request

**NOTICE OF STEP INCREMENT (NOSI) c/o Ruth Abigail Colocado**  
**(1 Photocopy Each)**

1. Service Record
2. Latest Appointment
3. Payslip

**LOYALTY CASH AWARD (LCA) c/o Mylene Navarro**

1. Updated Service Record



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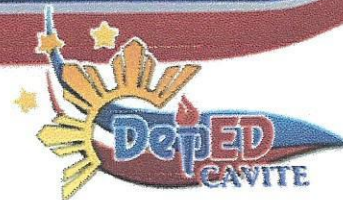


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**LIST OF REQUIREMENTS FOR PROCESSING OF APPOINTMENTS**  
**(Elementary & Junior High School)**

**FOR ORIGINAL APPOINTMENT (REGULAR PERMANENT, PERMANENT OR SUBSTITUTE)**  
*(Prepare in 3 copies )*

1. Personal Data Sheet (Form 212 )

**Prepare in 2 sets (certified true copy )**

- PRC License with teacher signature or Original Copy of Certificate of Eligibility - Non
2. Teaching
3. Report of Rating
4. Transcript of Records - as indicated in the PDS
5. Oath of Office
6. Incumbent\*
  - If incumbent Retired -attach application for retirement
  - \* Clearance
  - If incumbent Resigned - S.O. resignation, Letter of Resignation & Clearance
  - \* Clearance
  - If incumbent Transferred - S.O. transfer and Clearance
7. Publication
8. Ranking (RQA)

**Prepare one (1) copy only**

9. Medical including complete results such as: Urinalysis, X-ray, Blood Type & CBC, Drug & Neuro Test, Dental Neuro and Dental
10. NBI Clearance

**FOR REEMPLOYMENT OR REAPPOINTMENT (REGULAR PERMANENT OR SUBSTITUTE)**  
*(Prepare in 3 copies )*

1. Personal Data Sheet (Form 212 )

**Prepare in two (2) copies**

2. Valid PRC License with teacher signature
3. Report of Rating
4. Division Ranking
4. Latest Approved Appointment
5. Publication



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**FOR PROMOTION OR TRANSFER APPOINTMENT (REGULAR PERMANENT & PERMANENT)**

*(Prepare in 3 copies )*

1. Personal Data Sheet (Form 212 )

*(Prepare in 2 copies each)*

2. PRC License (for teachers) or Original Copy of Certificate of Eligibility (Non Teaching)
3. Report of Rating
4. Transcript of Records (M.A. if any)
5. PAST - 3 yrs. (should be VS with complete signature & with review period for IPCRF)
  - a. CB Past SY 2014-2015  
IPCRF SY 2015-
  - b. 2016  
IPCRF SY 2016-
  - c. 2017
6. Latest Approved Appointment
7. Special Order & Clearance (if transfer) - for appointee
8. Updated Service Record
9. Incumbent\*
  - \* If incumbent Retired -attach application for retirement
  - \* If incumbent Resigned - S.O. resignation, Letter of Resignation & Clearance
  - \* If incumbent Transferred - S.O. transfer and Clearance
  - \* If Promotion to more than three (3) Salary Grade - Justification Letter to be signed by SDS

*(Prepare in 1 copy)*

10. Division Ranking
11. Publication

**FOR CASUAL EMPLOYEE - APPLICABLE FOR SEC SCHOOLS (IUS) W/ FUNDS FOR CASUAL**

*(Prepare in 3 copies )*

1. Plantilla of Casual Appointment - 5 copies
2. Personal Data Sheet (Form 212 )
  - \* Driver - Drivers License - 2 copies only
  - \* Security Guard- Security Guard License - 2 copies only
  - \* Clerk - Certificate of Eligibility (Original copy) & Transcript of Records - 2 copies only

*Prepare in two (2) copies*

3. Copy of Publication
4. Certification not exceeding 50% savings of Personal Services





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**FOR JOB ORDER - APPLICABLE TO ALL SCHOOLS**

*(Prepare in 3 copies )*

- Prescribed JOB ORDER
1. form
  2. Prescribed Duties & Responsibilities form
  3. Certification not exceeding 35% savings in MOOE
  4. Personal Data Sheet (Form 212 )

**APPOINTMENT WITH APPROVED PAL**

*(Prepare in 3 copies )*

**Prepare in two (2) copies**

1. Personal Data Sheet (Form 212 )
2. Valid PRC License with teacher signature
3. Report of Rating
4. Transcript of Records (M.A. if any)
5. Latest Approved Appointment
6. Updated Service Record
7. Approved PAL
8. NOSCA

**FOR REEMPLOYMENT OR REAPPOINTMENT (REGULAR PERMANENT, PROVISIONAL OR CONTRACTUAL)**

*(Prepare in 3 copies )*

1. Personal Data Sheet (Form 212 )

**Prepare in two (2) copies**

2. Certificate to Teach - to be signed by School Principal
3. If TVL attached NC II-IV and TMC 1
4. Valid PRC License with teacher signature
5. Report of Rating
6. Ranking
7. Latest Approved Appointment



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**LIST OF REQUIREMENTS FOR PROCESSING OF APPOINTMENTS**  
(Senior High School)

**FOR ORIGINAL APPOINTMENT (REGULAR PERMANENT, PROVISIONAL & CONTRACTUAL)**  
(Prepare in 3 copies)

**Prepare in 2 sets (certified true copy)**

1. Personal Data Sheet (Form 212)

2. Certification of Provisional - to be signed by SDS
3. Certificate to Teach - to be signed by School Principal
4. If TVL attached NC II-IV and TMC 1
5. Valid PRC License with teacher signature
6. Report of Rating
7. Transcript of Records
8. Oath of Office
9. Incumbent\*

If incumbent Retired -attach application for  
\* retirement

If incumbent Resigned - S.O. resignation, Letter of Resignation &

\* Clearance

If incumbent Transferred - S.O. transfer and

\* Clearance

10. Ranking (RQA)

**Prepare one (1) copy only**

11. Medical including complete results such as: Urinalysis, X-ray, Blood Type & CBC,  
Drug & Neuro Test, Dental  
Neuro and Dental

12. NBI Clearance

**FOR  
PUBLICATION**

1. Request Letter (Signed by the School Principal & Noted by the Division AO) - 5 copies
2. Publication of item - 5 sets
3. Latest PSIPOP wherein the item to be published is indicated - 1 copy





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**FOR PROMOTION OR TRANSFER APPOINTMENT (REGULAR PERMANENT)**

*(Prepare in 3 copies)*

1. Personal Data Sheet (Form 212 )

*(Prepare in 2 copies each)*

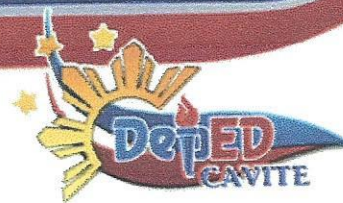
2. Certificate to Teach - to be signed by School Principal
3. If TVL attached NC II-IV and TMC 1
4. Valid PRC License with teacher signature
5. Report of Rating
6. Transcript of Records (M.A. if any)
7. PAST - 3 yrs. (should be VS with complete signature & with review period for IPCRF)
  - a. CB Past SY 2014-2015  
IPCRF SY 2015-
  - b. 2016  
IPCRF SY 2016-
  - c. 2017
8. Latest Approved Appointment
9. Updated Service Record
10. Incumbent\*
  - \* If incumbent Retired -attach application for retirement
  - \* If incumbent Resigned - S.O. resignation, Letter of Resignation & Clearance
  - \* If incumbent Transferred - S.O. transfer and Clearance
  - \* If Promotion to more than three (3) Salary Grade - Justification Letter to be signed by SDS
- 11.
12. Special Order & Clearance (if transfer)

*(Prepare in 1 copy)*

13. Ranking

**PLANTILLA ALLOCATION  
LIST (PAL)**

1. Approved ERF (Original Copy) - 1 copy
2. Updated Service Record - 1 copy
3. Copy of Latest PSIPOP- 1 copy



**LIST OF REQUIREMENTS FOR OTHER PERSONNEL SERVICES**

**EQUIVALENT RECORD FORM (ERF)**

1. ERF - 5 copies
2. Original & Updated Service Record
3. Original & one Photocopy of Transcript of Record  
-one copy only
4. School Curriculum/Prospectus - one copy only
5. Copy of IPCRF - one copy only for verification purpose
6. Certified photocopy of seminars attended (Participation only)  
(at least 3 days minimum per seminar- only  
Division, Regional, National or International
7. Certified photocopy of latest plantilla for verification purpose
8. Division Ranking

**RECLASSIFICATION:**

**FOR T-III TO MASTER TEACHER I**

1. Ranklist (Original copy) - 1 copy
2. Plantilla Allocation List (PAL) - 4 copies
3. Updated Service Record - 1 copy
4. School Form 7 (SF7) - 1 set
5. Class Program - 1 copy
6. List of Teachers per Subject Area for Secondary only - 1 copy
7. Latest PSIPOP - 1 copy

**FOR SCHOOL HEAD POSITIONS**

1. Justification for the Reclassification of position
2. Duly Accomplished Form 212 (PDS)
3. Transcript of Records
4. Service Records
5. Performance Rating for the last 3 consecutive years
6. Certificate/Proof of Outstanding Accomplishment
7. Equivalent Records Form (ERF) for HT positions
8. Position Description Form (PDF) for Principal positions
9. Basic Training Course for School Heads attended
10. Ranklist for the current year
11. School Form 7 (SF7)
12. Copy of the latest PSIPOP where the item is reflected
13. List of Teachers under supervision with the identification of  
their respective plantilla item number
14. Certification of non-availability of item





#### UPDATING OF PSIPOP ONLINE

1. Weekly updating of PSIPOP online
  2. Submission of PSIPOP online every 15th day of the month
  3. Submission to RO every 3rd week of the month
- Note: Only for those who have changes in the plantilla.



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**MATERNITY LEAVE (3 Copies Each)**

FORM 6

☐

MEDICAL CERTIFICATE

☐

COMPUTATION OF MATERNITY LEAVE

☐

**SICK LEAVE Long Duration of Leave (3 Copies Each)**

FORM 6

☐

MEDICAL CERTIFICATE

☐

**SPECIAL LEAVE BENEFITS FOR WOMEN UNDER R.A 9710 (An Act Providing for the Magna Carta of Women) (3 Copies Each)**

FORM 6

☐

MEDICAL CERTIFICATE

☐

Clinical Abstract

☐

Histopathology

☐

Records of operation/Operative Technique

☐

**REHABILITATION LEAVE (2 Copies Each)**

FORM 6

☐

INCIDENT REPORT

☐

MEDICAL CERTIFICATE

☐

**VACATION LEAVE Long Duration of Leave (3 Copies Each)**

FORM 6

☐

SCHOOL AND DIVISION CLEARANCE

☐

Letter of Intent

☐

**TRAVEL ABROAD LEAVE APPLICATION (3 copies Each)**

FORM 6 (for absent with pay or without pay)

☐

LETTER REQUEST

☐

INDORSEMENT OF THE PRINCIPAL

☐

INDORSEMENT OF THE SDS

☐

SCHOOL CLEARANCE

☐

DIVISION CLEARANCE

☐

FORM A (If the travel is on OB/OT)

☐

Certification of the principal that someone will take over the class (for teachers who are travelling to present a research or to attend an international conference or for medical purposes during school days)



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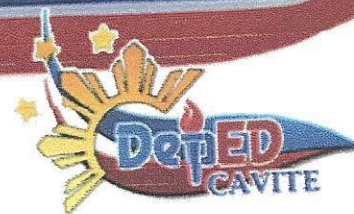


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**S.O REINSTATEMENT (3 Copies Each)**

Reinstatement Request Letter	<input type="checkbox"/>
Fit To Work (Maternity & Sick Leave)	<input type="checkbox"/>
Birth Certificate (for Maternity Leave only)	<input type="checkbox"/>

**S.O CHANGE OF STATUS (3 Copies Each)**

Change of Status Request Letter	<input type="checkbox"/>
Marriage Certificate	<input type="checkbox"/>
Updated Service Records	<input type="checkbox"/>



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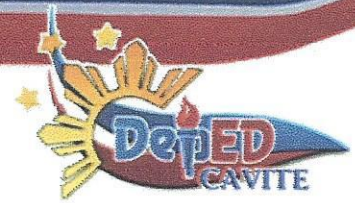


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Enclosure 2:

**LIST OF MUNICIPAL HUMAN RESOURCE OFFICERS**

<b>MUNICIPALITIES</b>	<b>NAME OF MHROs</b>	<b>POSITIONS</b>	<b>SCHOOLS</b>
Alfonso	<b>Delia Luz V. Jimenez</b>	Administrative Assistant II	Alfonso NHS-SHS
Amadeo	<b>Jocelyn B. Bati</b>	Administrative Officer IV	Amadeo NHS-SHS
Carmona	<b>Gliceria T. Cajepo</b>	Administrative Officer II	Carmona SHS
GEA- Bailen	<b>John Vic Ceazar B. Marimat</b>	Administrative Assistant II	Gen. Emilio Aguinaldo NHS-SHS
GMA	<b>Rowena B. Bawalan</b>	Administrative Officer IV	GMATHS
Gen. Trias	<b>Benedicta B. Cuasaren/Melissa P. Sarmiento</b>	Administrative Officer IV/Administrative Officer II	Gov. Ferrer MNHS/Luis Y. Ferrer NHS-SHS
Indang	<b>Mylene S. Navarro</b>	Administrative Officer II	Lumampong NHS-Indang Annex-SHS
Kawit	<b>Miriam M. Igtiben</b>	Administrative Officer IV	ETTMNHS
Magallanes	<b>Issa Grace E. Tirona</b>	Administrative Assistant II	Bendita NHS-SHS
Maragondon	<b>Lilia B. Santos</b>	Administrative Officer IV	Bucal NHS
Mendez	<b>Joanna Marie S. Abaca</b>	Administrative Assistant II	Pedro Alegre Aure SHS
Naic	<b>Janette S. Calantog</b>	Administrative Officer II	Naic NHS-SHS
Noveleta	<b>Marilyn L. Santiago</b>	Administrative Assistant II	Noveleta SHS
Rosario	<b>Myra A. Roquiño</b>	Administrative Assistant II	Bagbag NHS-SHS
Silang	<b>Teodoro P. Fulvadora Jr./ Edward A. Magracia</b>	Administrative Officers II	Division Office/Bulihan NHS-SHS
Tagaytay	<b>Roviann M. Sidamon</b>	Administrative Officer II	Tagaytay City NHS-SHS
Tanza	<b>Julieta A. Valencia/Nannette S. Malimban</b>	Administrative Officer IV/Administrative Officer II	Tanza NCHS/Tanza National Trade School-NHS-SHS
Ternate	<b>Roxanne May P. Romblon</b>	Administrative Assistant II	Ternate West NHS-SHS
Trece Martires City	<b>Ma. Nezy L. Suayan</b>	Administrative Officer IV	Trece Martires city NHS