

May 07, 2018

**DIVISION MEMORANDUM**  
NO. 122, s. 2018

## RENEWAL OF APPOINTMENTS OF PROVISIONAL SHS TEACHERS

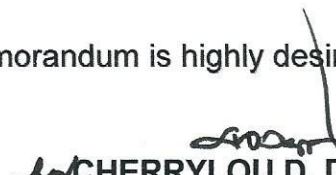
To: OIC, Assistant Schools Division Superintendent  
Chief, Curriculum and Implementation Division  
OIC Chief, Schools Governance and Operation Division  
All Education Program Supervisors  
All Public Elementary District Supervisors  
All Elementary, Junior and Senior High School Heads  
All Concerned

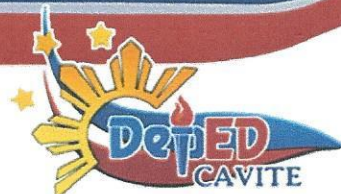
1. Per CSC Memorandum Circular No. 24, s. 2017 "Omnibus Rules on Appointment and other Human Resource Actions" under Rule IV, Section 10 "Employment Status of Teachers" states that "It shall not be beyond the school year during which was issued. The appointment may be subject to reappointment (renewal)". This Office hereby informs the School Heads to submit recommendation letter of all provisional senior high school teachers in their respective schools based on the released Registry of Qualified Applicants (RQA) of Senior High School SY 2018-2019.

2. The following documents to be submitted on or before May 11, 2018 to Records Section:

- a. Draft of Appointment- 1 copy
- b. PDS- 3 copies
- c. PDF- 3 copies
- d. Oath of Office- 3 copies
- e. Assumption to Duty- 3 copies
- f. Certification of Provisional Teachers to be signed by the SDS- 2 copies
- g. Certificate to Teach to be signed by School Head- 2 copies
- h. Transcript of Records- 2 copies
- i. If TVL, attached NC II and TMC I- 2 copies
- j. Latest copy of Approved Appointment as Provisional- 2 copies
- k. Updated Service Record- 2 copies

3. Immediate dissemination of this Memorandum is highly desired

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



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