



January 31, 2019

**DIVISION MEMORANDUM**

No. 044, s. 2019

**SIGNING OF APPOINTMENT OF SCHOOL-BASED PERSONNEL**

To: OIC, Assistant Schools Division Superintendent  
OIC, Office of the Assistant Schools Division Superintendent  
Chief, CID  
OIC - Chief, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Concerned

1. With the end in view of facilitating and ensuring sound, efficient, and systematize work flow procedure in processing of appointment, please be informed that starting February 4, 2019, signing of appointment papers of appointee shall be done in the Division Office – Human Resource Unit.
2. Any of the following documents shall be secured by teachers (appointee) based on work schedule before signing of appointment papers at the Division Office.
  - a. Copy of authority to travel or locator slip signed by School Head after six-hour teaching schedule or during break time;
  - b. Copy of locator slip and class schedule/program signed by School Head if shifting classes; or
  - c. Copy of locator slip and agreement of adjusted class schedule signed by Teacher and School Head.
3. All school-based teaching personnel are required to secure necessary documents based on work schedule otherwise, Division Office – Human Resource Unit shall not entertain teachers without presenting any of the documents.
4. All non-teaching personnel appointees are advised to proceed directly to Division Office – HR Unit to sign appointment papers.
5. Immediate dissemination of this Memorandum is highly desired.

  
**CHERRY LOUD D. REPIA**  
Schools Division Superintendent