



C-1435
2/27/20

February 27, 2020

DIVISION MEMORANDUM
NO. 088, s. 2020

ANNOUNCING THE DEADLINE OF SUBMISSION OF APPOINTMENT

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, Curriculum and Implementation Division
Chief, School Governance and Operations Division
Public Schools District Supervisors
Elementary and Secondary School Heads
All Other Concerned

1. In connection to DepEd Order No. 007, s. 2019 entitled "School Calendar for School Year 2019-2020" which states that the end of school year is April 3, 2020, please be informed that this Office announces the deadline of submission of appointment (*for original and reemployment in nature of appointment only except for promotional appointment and reappointment in nature*) until **March 3, 2020**.

2. To ensure smooth workflow procedure in checking and submission of appointments, all District Human Resource Management Coordinators shall check the accuracy and completeness of documents before submission to Division Office – Human Resource Unit. However, Human Resource Unit will **accept** incomplete requirements on or before the deadline provided that only following documents is still lacking such as Medical results including drug test and psychological test results, Dental examination results and copy of National Bureau of Investigation (NBI) Clearance. Lacking documents shall be submitted immediately to Human Resource Unit to avoid late processing of appointment.

3. For strict compliance and immediate dissemination of this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent