



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CEBU PROVINCE  
Sudlon, Lahug, Cebu City



January 3, 2018

**DIVISION MEMORANDUM**  
NO 002, s. 2018

**ADHERENCE TO PROBATIONARY PERIOD OF ALL NEWLY-HIRED  
EMPLOYEES AS STIPULATED IN RULE V OF THE 2017 OMNIBUS  
RULES ON APPOINTMENTS & OTHER HUMAN RESOURCE  
ACTIONS (ORAOHRA) OF THE CSC**

**TO: Assistant Superintendents  
Chiefs/EPs/Coordinators/SEPs/ EPS IIs  
Public Schools District Supervisors/OICs  
Secondary/Elementary/Integrated School/s Heads/TICs  
Nonteaching Staffs/Newly-hired Teachers/Employees  
All Others Concerned**

1. This Office hereby informs the fields that under **Section 14, Rule V of the 2017 Omnibus Rules on Appointments of the Civil Service Commission**, “original appointees in the career service with **permanent status of appointment**, shall undergo **PROBATIONARY PERIOD** for a thorough assessment of his/her **performance and character**” (*quotation marks/bold characters supplied*).

**Probationary period** refers to (the period of) **actual service** following the **issuance of a permanent appointment** wherein the appointee undergoes a thorough **character investigation and assessment of capability** to perform the duties of the position enumerated in the Position Description Form (PDF).

2. In this regard, the following measures under existing CSC rules are hereby reiterated for the guidance of all concerned:

2.1 For all **newly-hired nonteaching personnel/staffs** (first time appointees) with **permanent status or appointment**, the probationary period is **six (6) months** reckoned from the date of their appointment or in the **first day of assumption to duty**. The remarks or notation, “**Given six (6) months probationary period**” must be indicated in the appointment paper/s of the employee concerned by the personnel/staff in the **HR Section** who prepared the said appointment document. The principal/school head or immediate supervisor must also indicate the **actual date of the probationary period** in the **Certification of Assumption to Duty** (CSC Form No. 4, s. 2017) or issue a separate certification on the probationary period of the employee concerned. Please see example below:

**Employee A (Bookkeeper/Disbursing Officer):**

Date of appointment: **July 7, 2018**

Assumption to duty: **July 14, 2018**

Probationary period: **6 months (July 14, 2018-January 13, 2019)**

**Setting of performance targets: July 14, 2018-July 18, 2018** (performance targets and work output standards must be set, agreed and signed by the ratee/probationer and the rater within **5 days** upon assumption to duty)

**Performance periods:**

1<sup>st</sup> to 3<sup>rd</sup> month: **July 14, 2018-October 13, 2018**

Evaluation period (1<sup>st</sup> performance review): **September 24, 2018-October 4, 2018**

4<sup>th</sup> to 6<sup>th</sup> months: **October 14, 2018-January 13, 2019**

Evaluation period (2<sup>nd</sup> performance review): **December 20, 2018-December 29, 2018.**

**In the counting of the probationary period, the first day is included and the last day is excluded.**

**2.1** The probationer (new employee) must be evaluated twice by the immediate supervisor during the 6-month probationary period during the 3<sup>rd</sup> and 6<sup>th</sup> month/s. During the first evaluation (3<sup>rd</sup> month), if the performance of the employee is unsatisfactory, the immediate supervisor or head of office must provide **learning and development** as well as **PSYCHOLOGICAL interventions** to the employee (e.g., mentoring and coaching or requiring him/her to attend training or seminars, etc.).

**2.3** During the second evaluation (6<sup>th</sup> month), if the performance of the employee is still unsatisfactory, or there are **job-related critical incidents** noted such as **habitual tardiness, habitual absenteeism, neglect of duty, misconduct**, etc. or there is **want of capacity** (lacking skills, knowledge or attitudes/competencies), his/her services must be **TERMINATED**.

**2.4.** The appointee shall be issued a **notice of termination of service** by the **appointing authority/officer** within **fifteen (15)** calendar days immediately after it was proven that the employee demonstrated unsatisfactory conduct or want of capacity before the end of the **second performance review** on the sixth month of the probationary period or at least **10 to 15 calendar days** before the **end of the six-month probationary period**.

**2.5** In this regard, principals or immediate supervisors must submit the necessary reports immediately after the conduct of the second performance review (**c/o HR Section**) to be attached to the **TERMINATION ORDER**, such as performance evaluation reports, anecdotal records on job-related critical incidents or unusual incidents/unsatisfactory conduct or behavior of the appointee and other valid documents that will support the **termination or severance** of the appointee. No termination order shall be issued after the lapse of the sixth-month probationary period. If the last day of the probationary period falls on a Saturday, Sunday or holiday, the notice of termination must be given to the employee ahead of time in a reasonable working day of the week. The principal or head/s of offices must coordinate the **HR Section** in this regard so that notices can be properly served to concerned parties and to avoid any legal issues in the future.

**2.6** If **no NOTICE OF TERMINATION** of office is given by the appointing officer/authority to the employee before the expiration of the sixth-month probationary period, the **PROBATIONER** becomes a **REGULAR** employee of the **Division**. The **issuance of reappointment** is not necessary. However, the personnel in-charge in the **HR Section** must notify the **Records Section motu proprio** that the probationer is now a **REGULAR** employee by submitting the necessary document to support the claim, so that it will be properly indicated in the employee's service records that he/she already passes the probationary period (and now becomes a regular employee). The **HR Section** may submit to the **Records Section** the generic listing of all newly-hired employees who already pass the probationary period/s for record purposes and proper recording/notation of their service records.

**2.7** The **notice of termination of service** shall be **executory after fifteen (15) days** from receipt of the employee concerned. The same may be appealed to the CSCRO concerned, within fifteen (15) days from receipt of notice but shall be **executory pending appeal**. A copy of the **Notice of Termination of Service** shall be included in the 201 file of the appointee and furnished the CSCFO concerned for recording in the Service Card (5<sup>th</sup> paragraph, Sec. 16, 2017 ORAOHRA, *bold characters supplied*).

**2.8** those who are teaching senior high school or hired as senior high school teachers whose appointments are **PROVISIONAL** (lacking eligibility) in nature as provided under Section 8 paragraph (a) of **RA 10533** (Enhanced Basic Education Act of 2013); and those who are graduates of science and mathematics or **DOST** scholars under **RA 10612** (Fast-Tracked S&T Scholarship Act of



2013) and/or RA 7687 (Science and Technology Scholarship Act of 1994) as amended by RA 8248 are also covered by the rules on probationary period for them to be RENEWED in the succeeding school year. However, their probationary period is one school year reckoned from the date of their appointment. The rules on termination or nonrenewal of service as stipulated in items 2.4 to 2.7 as stated above may also apply. They should be evaluated twice by the school head or immediate supervisor (one evaluation report per semester) during their first year of teaching. If the performance/s of those teachers are UNSATISFACTORY, they should not be renewed

3. The rules on probationary period do not apply to the following:

3.1 Those whose appointments are promotional in nature;

3.2 Those whose appointments are contractual, seasonal or job order in nature wherein the renewal of their appointments depends on the (individual) performance/s of the employees' concerned and as well as the need of the office, section or unit; however, a temporary appointment (lacking educational requirement) of a first level employee, who may be reappointed to a permanent status, the rule on probationary period may apply; and

3.3 Teachers who, prior to issuance of permanent appointments, have acquired adequate training and professional preparation in any school recognized by the government, and possess the appropriate civil service eligibility pursuant to Section 4 of Republic Act (RA) No. 4670.

4. Since newly-hired teachers with appropriate PRC or civil service eligibilities are automatically considered permanent employees and they are exempted from the provisions of PROBATIONARY period (as stated in 3.3 above or RA 4670), they should still be put in a "TRIAL PERIOD" for one (1) school year reckoned from the date of their appointment or assumption to duty in which their teaching performance/s or skills must be properly observed and recorded by the principal, master teacher or immediate supervisor every semester (twice in a school year) to evaluate/determine their work habits and other traits, such as the fitness, propriety, effectiveness and/or efficiency in the job. They should be evaluated twice (every semester) during the trial period/first year of teaching.

5. If the newly-hired teacher with permanent status demonstrates unsatisfactory performance, conduct or behavior such as his/her failure to observe propriety in his/her acts, irregular punctuality/attendance and other undesirable behavior/conduct such as neglect of duty, misconduct, insubordination, habitual tardiness and absenteeism, abandonment of classes/loafing and many others or want of capacity to perform the duties and responsibilities during his/her first year of teaching or "TRIAL PERIOD" appropriate learning and development as well as PSYCHOLOGICAL interventions (e.g. mentoring and coaching) should be provided by master teacher/s or immediate supervisor/rater.

The "trial period" is the time wherein the Division is able to observe the newly-hired teacher as regards to his/her fitness, propriety, effectiveness and efficiency to do the job and at the same scenario this is the period wherein the teacher (newly-hired) seeks to prove to his/her appointing officer, immediate supervisor/principal, colleagues and students that he/she has the qualification standards, competencies and work ethics to meet the reasonable norms and conditions of employment, and therefore, he or she is DESERVING to the PERMANENT APPOINTMENT as well as the trust and confidence given to him or her by the appointing authority.

6. Those newly-hired teachers who are automatically given "PERMANENT APPOINTMENTS" and the PROBATIONARY PERIOD does not apply to them under RA 4670, and if upon the judgment of the principal or immediate supervisor, their performance/s is UNSATISFACTORY or there is WANT OF CAPACITY to perform the duties and responsibilities during their first year of teaching or "TRIAL PERIOD," other than mentoring and coaching as mentioned in paragraph 5 (above-stated), they must be put into a performance improvement plan (PIP) wherein other appropriate learning/development, psychosocial or psychological interventions must be provided by the principal/s, raters and/or the district supervisor (for the group of teachers who are similarly situated, re: curricula/instructional supervision) concerned for the next two (2) school years.



7. The performance evaluation reports, records of feedback from colleagues and students, job-related critical incidents and the comments on the want of capacity of the teachers concerned to meet the performance targets and work output standards must also be submitted by the **school head/principal** to the **District Supervisor** so that he/she can provide appropriate **TECHNICAL ASSISTANCE** as regards to **curricula/instructional supervision** in the district and provide or design a **district capability building program** for those teachers who are **similarly situated**, copy furnished to the Learning & Development (L&D) Section of the Division so that future training programs can also be designed or provided to these newly-hired teachers (division level training programs).

8. Reminder is hereby given that even if the employee (**teaching or nonteaching staff/s**) attains the **permanent status** in his or her appointment, the phrase "**SECURITY OF TENURE**" is not absolute, a proviso is attached to that phrase with the condition or caveat that the employee must **demonstrate satisfactory or exemplary performance** in the exercise of his or her duties and responsibilities (attached to the job), if the employee demonstrates **UNSATISFACTORY PERFORMANCE** or **WANT OF CAPACITY** to perform the job, he or she can still be **TERMINATED** or **DISMISSED** from the service as provided in the 2017 CSC Revised Rules on Administrative Procedures and other existing civil service laws (authorized causes for dismissal) with proper observance to substantive and procedural due process.

9. "**Inefficiency and Incompetence in the Performance of Official Duties or Unsatisfactory Performance**" is a **grave offense** and that is punishable by **six (6) months to one (1) year suspension for the first offense** and **DISMISSAL** from the service if committed for the **second time**.

In this view, principals or immediate supervisors are **directed** to observe **honesty and good faith** in the **evaluation (RPMS ratings)** of their teachers so that they (teachers) who are really **incompetent** and demonstrate **unsatisfactory or undesirable behavior** in their performance/s and/or **committed acts which are inimical to public or students' interests** must be **DISMISSED/TERMINATED** from the service or **DROP OUT** from the rolls after observance of due process.

10. **Failure** on the part of the principals/school heads, immediate supervisor or head of office/unit to follow the above-stated conditions is a ground for **disciplinary/administrative action** for **NEGLECT OF DUTY**.

11. **Wide dissemination of and strict compliance of this Memorandum is hereby directed.**

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent

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