



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



June 25, 2018

DIVISION MEMORANDUM

No. 417 s, 2018

RENEWAL OF SHS TEACHERS ON PROVISIONAL STATUS

**TO: Assistant Schools Division Superintendents
Division Chiefs/ Supervisors /Coordinators / Specialists
District Supervisors /District OIC's/Caretakers
Secondary School Heads
All Others Concerned**

1. This Office reminds the field to ensure processing of proposals of Senior High School Teachers on Provisional status *two (2) months prior to the end of the current school year*, otherwise, services will be discontinued and entitlement of benefits may be inhibited.
2. Per Deped Order No. 27, s.2016, "*Provisional Appointments shall be effective not beyond the school year during which the appointments were issued. The appointment shall be subject to reappointment (renewal).*"
3. The following documents should be enclosed in pink folder together with the proposal:
 - ✓ CS Form 212 (Personal Data Sheet) with latest passport size picture
 - ✓ CS Form 1 (Position Description Form)
 - ✓ Certified True Copy of last Approved Appointment
 - ✓ Certified True Copy of Marriage Contract (*applicable to married women*)
 - ✓ Certified True Copy of NSO Birth Certificate
 - ✓ Certified True Copy of Transcript of Records
 - ✓ Certified True Copy of DOST Certificate (*if any*)
4. For immediate information, dissemination and strict compliance of all concerned.


RHEA MARA. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent