



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



June 27, 2018

DIVISION MEMORANDUM

No. 418 s, 2018

UTILIZATION OF PRESCRIBED PROPOSAL FORMS FOR SY 2018-2019

**TO: Assistant Schools Division Superintendents
 Division Chiefs/ Supervisors /Coordinators / Specialists
 District Supervisors /District OIC's/Caretakers
 School Heads, Teachers (Elem and Sec)
 All Others Concerned**

1. This Office hereby reiterates the utilization of proposal forms with the correct format which can be downloaded thru our website, www.depedcebuprovince.ph under *Resources-Downloads* to hasten the issuance of appointments.
2. All entries in the proposal sheet should be filled in including the signatures of all concerned. Attachments should be complete based on the nature of vacancy (Promotion/Transfer/Resignation/Retirement/Death/New Item) prior to submission to this Office.
3. Please be guided of the following attachments:

PERMANENT ITEM:

NATURE OF VACANCY	ATTACHMENT/S
A. New	- Ranklist
B. Promotion	- Ranking for Promotion - Attested Appointment of Incumbent (Promotion & Vacated Item)
C. Transfer of Station/Division	- Ranking for Transfer - Attested Appointment of Incumbent for Vacated Item - Endorsements/Letter of Accommodation from School Head
D. Resignation & Retirement	- Ranklist - Special Order/CLP
E. Death	- Ranklist - Special Order/Death Certificate

SUBSTITUTE (must be at least one (1) month):

NATURE OF VACANCY	ATTACHMENT/S
Maternity / Sick / Personal Leave	<ul style="list-style-type: none">- Ranklist- Approved Form 6- Latest/Original Appointment of Incumbent (not reappt)- Marriage Contract (if married)

4. Plantilla verification will only be done upon submission of proposals with complete attachments. We will no longer accept proposals with erasures.
5. For immediate information, dissemination and strict compliance of all concerned.


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