



January 7, 2019

DIVISION MEMORANDUM

No. 013 s, 2019

**REITERATING DIVISION MEMORANDUM NO. 417, s. 2018 ENTITLED "RENEWAL OF APPOINTMENT OF SHS TEACHERS ON PROVISIONAL STATUS"**

**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 **REMINDS** the field to ensure submission of proposals for Senior High School Teachers on PROVISIONAL Status earlier than **February 28, 2019** to avoid discontinued services and entitlement of benefits and non-renewal of appointment due to Election Ban.
2. Rule IV, Section 10-B of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA-Revised July 2018), states that "*Provisional Appointments shall not be effective beyond the school year during which it was issued, thus, subject to reappointment (renewal)*".
3. Below are the Prohibited Acts per Commission on Elections Calendar of Activities for May 13, 2019 Local and National Elections.


**January 13, 2019 – June 12, 2019**

Transfer or movement of officers and employees in the Civil Service (Sec 261 (h), Omnibus Election Code (OEC)

**March 29, 2019 – May 12, 2019**

Appointment or hiring of new employees, creation or filling up of new positions; promotion or giving of salary increases, remuneration or privilege.

4. The following documents should be submitted to the Human Resource Department enclosed in a pink folder with the proposal attached to it:
  - ✓ 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)
5. For immediate information, dissemination and strict compliance of all concerned.

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