



April 4, 2019

DIVISION MEMORANDUM
No. 205 s, 2019

ASSUMPTION OF DUTY OF NEWLY-HIRED AND PROMOTED DEPED PERSONNEL

**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. In order to harmonize records and zero out unmatched details due to discrepancies as to the first day of service, this Office **REMINDS** the field that the assumption of duty/first day of service of newly-hired teaching and non-teaching personnel should be the date of signing by the Schools Division Superintendent reflected in their appointment.
2. School Heads are advised NOT to issue a certification of the personnel's first day of service as the Certificate of Assumption to Duty will suffice.
3. In case of School Head for promotion, processing of clearances should be made available prior to the signing of appointment.
4. For information, guidance and immediate dissemination of all concerned.


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

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