

Division Memorandum
No. 076, s. 2019

TO: OIC – Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors – CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/Districts In-Charge
Elementary and Secondary School Principals/Head Teachers/TICs/SICs
Elementary and Secondary School Teachers
This Division

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: **Guidelines and Procedures in the Filing of Leave of Absence due to Maternity, and in the Hiring and Payment of Substitute Teachers**

DATE: January 18, 2019

1. To avoid gaps in the delivery of quality basic education to learners, this Office reiterates the steps in the filing of leave of absence due to maternity as precursors to the hiring of Substitute Teacher, which also affects the hiring and payment of Substitute Teachers.
2. Enclosed in this Memorandum are the steps to be undertaken by the Incumbent (applicant for M/L of Absence), School Heads, District and Division key personnel.
3. It is requested that these be disseminated and explained to the field by the School Heads and PSDSs.
4. Moreover, School Heads and PSDSs are requested to collate and submit comments and suggestions for the improvement of the guidelines and procedures.
5. For the information and guidance of all concerned.

Enclosure No. 01 to Division Memorandum No. ____, s. 2019 re **Guidelines and Procedures in the Filing of Leave of Absence due to Maternity, in Hiring and Payment of Substitute Teachers**

MILESTONES IN APPLYING FOR MATERNITY OF LEAVE OF ABSENCE, HIRING AND PAYMENT OF SALARY OF SUBSTITUTE TEACHERS, AND APPLICATION FOR THE RETURN TO DUTY OF THE INCUMBENT

- Step 1 : One month before the scheduled M/L of Absence as shown in the latest U/S results and in the medical certificate, the Teacher shall properly prepare/accomplish properly the following documents and place them in one long, red folder:
- Letter of Intent addressed to Schools Division Superintendent (SDS) thru the Public Schools District Supervisor/District In-Charge
 - Medical Certificate (Form 41)
 - Civil Service Form 6 (Leave Form) in 6 copies
 - Civil Service Form 7 (Clearance Form)
- Step 2 : School Head submits the aforementioned documents to the District Office for transmittal to the Division Office care of the Human Resource Management Office
- Step 3 : District Office thru the PSDS/DIC and/or District Administrative Assistant (ADAS) endorse/s the documents to the Division HRMO but passes through the Division Records Officer for receiving and recording. The endorsement might include the name of the applicant selected/chosen to be the Substitute Teacher by the District subject to the approval/disapproval of the Division Office.
- Step 4 : Records/Receiving Officer turns-in the folder of documents to the HRM Office care of Ms. Nenette A. Salas for elementary or to Rodel Gujilde for the secondary level Teachers for the availment of leave credits and forwards the folder/s to the Office of the Schools Division Superintendent for approval and retains copy of the approved Form 6
- Step 5 : Ms. Salas or Mr. Gujilde then turns-over the folder to Ms. Chita Urbiztundo who performs the following tasks:
- Makes a summary or list of applicant/s for M/L;
 - Transmits the summary or list of applicant/s to the Office of the Curriculum Implementation Division (CID) for the issuance of Advice Order to the Substitute Teacher, care of EPS II Marietto Cleben Lozada
 - Provides the proposed Substitute Teacher copy of the approved Form 6 and DSO for attachment in his/her folder
 - Gives the Records Officer the District copy of the approved Form 6 and DSO of the Incumbent for filing and for use in the processing of salary of the Substitute Teacher



Step 6 : The Records Officer informs the District through the PSDS or ADAS of the availability approved Form 6, DSO and other pertinent documents for filing and for later use especially in the filing of salary claim of the substitute teacher

Step 7 : The proposed Substitute Teacher prepares the following documents for issuance of Appointment:

- A. Advice Order
- B. Oath of Office (Revised 2018)
- C. Assumption to Duty (Revised 2018)
- D. Form 212 PDS (Revised 2017)
- E. RQA
- F. Medical Certificate
 - 1. Blood Test (Original Copy)
 - 2. Urinalysis (Original Copy)
 - 3. Chest X-ray (Original Copy)
 - 4. Drug Test (Original Copy)
 - 5. Neuro-psychiatric Exam (Original Copy)
- G. CAV of TOR and Diploma
 - 1. Transcript of Records (Original Copy for 1st Time)
 - 2. Diploma (CTC)
- H. PRC License (CTC by the PRC)
- I. Board Rating (CTC by the PRC)
- J. Position Description Form (Original Copy)
- K. NBI Clearance
- L. Form 41 - Medical Certificate of the Incumbent
- M. Form 6 of the Incumbent

Notes:

- RQA is care of the Division Office
- CTC means Certified True Copy
- Teacher-applicants who have repeatedly substituted in a particular year are no longer required to submit the original copy of the document

Step 7 : The proposed Substitute Teacher, after securing the documents in the checklist, has her folder checked by Ms. Vilma Rose L. Talisic (ASDS' Office)

Step 8 : After the checking of documents, the Division Records Officer, Ms. Julita Mangata properly receives and records the folder

Step 9 : Once the folder has been properly recorded/received in the Records Section, the proposed Appointee brings his/her folder to the Office of the Schools Division Superintendent (OSDS) for Appointment Preparation care of Ms. Erlyn J. Mangadlao.

Step 10 : Miss Erlyn J. Mangadlao prepares the Appointment for signature of SDS, HRMPSB Chair and of the HRMO II, Ms. Eppie P. Cabrera.





- Step 11 : Substitute Teacher is informed to get his/her copy of the Appointment Paper.
- Step 12 : Substitute Teacher reports to station passing through the Office of the PSDS/DIC.
- Step 13 : While on duty, substitute Teacher waits for a call-up to get his/her CSC-validated Appointment and may authorize the District ADAS, School Head or the PSDS to get it on his/her behalf.
- Step 14 : District ADAS prepares the following documents for salary claim of Substitute Teachers:

- Properly filled-out DTR (signed by School Head, with attachments like Certificate of Appearance and Travel Authority for Official Businesses, and Duly filled-up Leave Forms, if applicable)
 - Appointment
 - Certificate of Assumption to Duty
 - Advice Order
 - Division Special Order
 - Approved Leave Form
 - Medical Certificate
 - Approved Clearance
 - Accomplishment Report duly attested by the School Head
 - BIR Form 1901 (see attached form)
 - Income Payee's Sworn Declaration of Gross Receipts/Sales (see attached form)
- } of the Teacher who went on M/L

Note: The district Office thru the PSDS/DIC and/or ADAS, MUST, therefore, secure copy of the approved or duly signed copies of the Incumbent's Form 6 and DSO for proper filing to be used in the salary claim of Substitute Teachers. IT IS NOT THE RESPONSIBILITY OF THE SUBSTITUTE TEACHERS TO SECURE THESE DOCUMENTS FROM THE DIVISION OFFICE.

- Step 14 : At least one week before the scheduled return-to-duty of the Incumbent, she MUST have submitted to the school the following documents in a long, pink folder for submission/endorsement to the District:
- Letter signifying intent to return to duty
 - Medical Form 211
 - Child's Birth Certificate
- Step 15 : District endorses the documents in Step 14 to the Division Office for signature of SDS and for copy to be inserted in the individual's Form 201 and for filing in the archives' room.