



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



**PROPOSAL for APPOINTMENT ISSUANCE PERMIT - SUBSTITUTE TEACHER**

Position: \_\_\_\_\_

- ELEMENTARY
- JUNIOR HS
- SHS

District: \_\_\_\_\_

Station/Plantilla School: \_\_\_\_\_

School Year: \_\_\_\_\_

NAME OF INCUMBENT	PLANTILLA ITEM NUMBER	CAUSE OF VACANCY <i>(inclusive dates)</i>	PROPOSED TEACHER or REPLACEMENT	RANK/ SCORE	PROPOSED SCHOOL ASSIGNMENT	ACTION TAKEN / REMARKS
	Plantilla Verified by:  _____					
	Date Verified: _____					

Approval Recommended:

\_\_\_\_\_  
 School Head

\_\_\_\_\_  
 PSDS

**CARTESA M. PERICO, Ed.D.**  
 ASDS / PSB Chairperson

Full Name: \_\_\_\_\_  
 Gender: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 District: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Gender: \_\_\_\_\_  
 Course / Major: \_\_\_\_\_  
 Teaching Experience: \_\_\_\_\_  
 Previous Status: \_\_\_\_\_  
 Grade / Year Level: \_\_\_\_\_  
 Subject Area Taught: \_\_\_\_\_  
 TIN: \_\_\_\_\_  
 Contact No. : \_\_\_\_\_

Approved by:

**MARILYN S. ANDALES, Ed.D., CESO V**  
 Schools Division Superintendent

**Note: Fill up only applicable columns & check appropriate boxes.  
 Attach series & necessary endorsements/documents.**