



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



**PROPOSAL for APPOINTMENT ISSUANCE PERMIT for  ELEMENTARY  JUNIOR HS**

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

- FOR PROMOTION
- FOR ORIGINAL APPOINTMENT
- RECLASSIFICATION

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

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

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

NAME OF INCUMBENT	PLANTILLA ITEM NUMBER	Date of Item Publication (to be filled up by Div. Personnel)	NATURE OF VACANCY	STATION OF INCUMBENT (for promotion only)	PROPOSED TEACHER or REPLACEMENT	RANK/SCORE	PROPOSED SCHOOL ASSIGNMENT	ACTION TAKEN / REMARKS
	Plantilla Verified by: _____ Date Verified: _____	Published by: _____						

Checked by Profiling-in-Charge: \_\_\_\_\_

Approval Recommended:

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

\_\_\_\_\_  
 PSDS

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

Full Name: \_\_\_\_\_  
 Gender: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 District: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 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.**



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



**PROPOSAL for APPOINTMENT ISSUANCE PERMIT for NON-TEACHING PERSONNEL**

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

- FOR PROMOTION
- FOR ORIGINAL APPOINTMENT
- FOR TRANSFER

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

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

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

NAME OF INCUMBENT	PLANTILLA ITEM NUMBER	Date of Item Publication ( to be filled up by Div. Personnel)	NATURE OF VACANCY	PROPOSED APPLICANT	ADDRESS of the Applicant	PRESENT POSITION	PROPOSED ASSIGNMENT	RANK / SCORE	ACTION TAKEN / REMARKS
	Plantilla Verified by: _____	Published by: _____							
	Date Verified: _____								

Reviewed by: (Personnel Selection Board)

**MONINA SARAH M. POMAREJOS**  
 HRMO-OIC

Checked by Profiling-in-Charge: \_\_\_\_\_

**JEREMY C. DENAMPO**  
 Administrative Officer V

Full Name: \_\_\_\_\_  
 Gender: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 District: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 TIN: \_\_\_\_\_  
 Contact No. : \_\_\_\_\_

Approval Recommended:

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

APPROVED:

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

**Note: Fill up only applicable columns & check appropriate boxes.**



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 Sudlon, Lahug, Cebu City



## PROPOSAL FOR REASSIGNMENT OF SCHOOL HEAD

- ELEMENTARY  
 JUNIOR HS

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

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

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

NAME	POSITION / PLANTILLA ITEM NUMBER	PRESENT SCHOOL STATION	NUMBER OF TEACHERS <i>(present school station)</i>	LENGTH OF SERVICE IN PRESENT STATION	PROPOSED SCHOOL ASSIGNMENT	NUMBER OF TEACHERS <i>(proposed school assignment)</i>	REMARKS

Approval Recommended:

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

\_\_\_\_\_  
 PSDS

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

Approved by:

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



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 Sudlon, Lahug, Cebu City



## PROPOSAL FOR REASSIGNMENT OF SECONDARY TEACHER

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

Plantilla School: \_\_\_\_\_

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

NAME OF TEACHER	POSITION / PLANTILLA ITEM NUMBER	PRESENT ASSIGNMENT <i>(from)</i>	LENGTH OF SERVICE <i>(Present Station)</i>	PROPOSED ASSIGNMENT <i>(to)</i>	RANK	REASON / REMARKS

Concurred by:

\_\_\_\_\_  
 School Head / Chairman School Ranking Committee  
*(Proposed Assignment)*

\_\_\_\_\_  
 School Head / Chairman School Ranking Committee  
*(Present Assignment)*

Noted by:

\_\_\_\_\_  
 PSDS *(Proposed Assignment)*

\_\_\_\_\_  
 PSDS *(Present Assignment)*

Approval Recommended:

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

Approved by:

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

**Note: Attach series & necessary endorsements/documents.**



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 Sudlon, Lahug, Cebu City



## PROPOSAL FOR REASSIGNMENT OF ELEMENTARY TEACHER

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

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

NAME OF TEACHER	POSITION / PLANTILLA ITEM NUMBER	PRESENT SCHOOL ASSIGNMENT <i>(from)</i>	LENGTH OF SERVICE <i>(Present Station)</i>	PROPOSED SCHOOL ASSIGNMENT <i>(to)</i>	RANK/SCORE	REASON / REMARKS

Concurred by:

\_\_\_\_\_  
 School Head / Chairman School Ranking Committee  
*(Proposed Assignment)*

\_\_\_\_\_  
 School Head / Chairman School Ranking Committee  
*(Present Assignment)*

Noted by:

\_\_\_\_\_  
 PSDS *(Proposed Assignment)*

\_\_\_\_\_  
 PSDS *(Present Assignment)*

Approval Recommended:

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

Approved by:

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

**Note: Attach series & necessary endorsements/documents.**



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 Sudlon, Lahug, Cebu City



## PROPOSAL for APPOINTMENT ISSUANCE PERMIT FOR SENIOR HIGH SCHOOL (SHS)

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

- FOR PROMOTION                       FOR RENEWAL PROVISIONAL  
 FOR ORIGINAL APPOINTMENT     FOR CHANGE STATUS (PROVI – PERMANENT)

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

Station School: \_\_\_\_\_

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

NAME OF INCUMBENT	PLANTILLA ITEM NUMBER	Date of Item Publication <i>(to be filled up by Div. Personnel)</i>	NATURE OF VACANCY	STATION OF INCUMBENT <i>(if promotion only)</i>	PROPOSED TEACHER or REPLACEMENT	TRACK	AREA OF SPECIALIZATION	SUBJECT to be TAUGHT	GRADE ASSIGNMENT	PROPOSED SCHOOL ASSIGNMENT	REMARKS/ ACTION TAKEN
	Plantilla Verified by: _____ Date Verified: _____	Published by: _____									

Checked by Profiling-in-Charge: \_\_\_\_\_

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

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 Sudlon, Lahug, Cebu City



## PROPOSAL FOR TEACHER-IN-CHARGE

ELEMENTARY

JUNIOR HS

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

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

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

NAME OF TEACHER	POSITION / PLANTILLA ITEM NUMBER	PRESENT SCHOOL STATION	LENGTH OF SERVICE IN PRESENT STATION	PROPOSED SCHOOL ASSIGNMENT	NUMBER OF TEACHERS <i>(proposed school assignment)</i>	ACTION TAKEN / REMARKS

Approval Recommended:

\_\_\_\_\_  
PSDS

\_\_\_\_\_  
Cluster ASDS

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

Approved by:

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

**Note: Attach series & necessary endorsements/documents.**



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 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

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 Attach series & necessary endorsements/documents.**





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 Sudlon, Lahug, Cebu City



**PROPOSAL for APPOINTMENT ISSUANCE PERMIT FOR SCHOOL HEADS**

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

- FOR PROMOTION
- FOR ORIGINAL APPOINTMENT
- FOR TRANSFER

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

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

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

NAME OF INCUMBENT	PLANTILLA ITEM NUMBER	Date of Item Publication ( to be filled up by Div. Personnel)	NATURE OF VACANCY	PROPOSED APPLICANT	PRESENT SCHOOL	PRESENT POSITION	PROPOSED ASSIGNMENT	RANK / SCORE	ACTION TAKEN / REMARKS
	Plantilla Verified by: _____ Date Verified: _____	Published by: _____							

Reviewed by: (Personnel Selection Board)

**MONINA SARAH M. POMAREJOS**  
 OIC-HRMO

Checked by Profiling-in-Charge: \_\_\_\_\_

**JEREMY C. DENAMPO**  
 Administrative Officer V

Full Name: \_\_\_\_\_  
 Gender: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 District: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 TIN: \_\_\_\_\_  
 Contact No. : \_\_\_\_\_

Approval Recommended:

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

APPROVED:

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

**Note: Fill up only applicable columns & check appropriate boxes.**