



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

October 19, 2020

DIVISION MEMORANDUM
No. 229 s, 2020

**UTILIZATION OF NEW TEMPLATES FOR THE DEPLOYMENT OF
TEACHERS**

TO: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors /District OIC's/Caretakers
School Heads, Elementary and Secondary
All Others Concerned

1. Relative to the Deployment of Teachers for School Year 2020-2021, this Office directs the field to utilize the new templates in the proposal of vacant teaching item positions for those who have not submitted their proposals yet.
2. Public Schools District Supervisors shall be responsible in the dissemination of the templates to respective school heads in the district, afterwhich, consolidation and uploading of required files/data in Google shared drive.
3. A link to the shared drive will be cascaded through FB messenger group chat for PSDSs for the downloading of templates.
4. Deadline for uploading of data requested is on or before Monday, October 26, 2020. *Non-compliance shall tantamount to **Neglect of Duty**.*
5. Immediate dissemination and strict compliance with this Memorandum is desired.

MARILYN S. ANDALES, EdD, CESO V
Schools Division Superintendent



LIST OF JHS TEACHERS BY AREA OF SPECIALIZATION

DISTRICT: _____

SCHOOL: _____

AREA OF SPECIALIZATION	LIST OF TEACHERS	ORIGIN OF PLANTILLA	ACTION TAKEN/REMARKS
ENGLISH	1		
	2		
	3		
	4		
	5		
FILIPINO	1		
	2		
	3		
	4		
	5		
(SUBJECT)	1		
	2		
	3		
	4		
	5		

Prepared by:

Noted by:

Position

PSDS



LIST OF DAUGHTER SCHOOLS

District: _____

Mother/Main School: _____

NO.	School	Address	Name of School Head	Action Taken / Remark
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Prepared by:

Noted by:

Position

PSDS



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE



PROFILE OF TEACHERS FOR JHS

District: _____

School: _____

No.	Name of Teachers	Position	Plantilla Number	Origin of Plantilla	Action Taken / Rem
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Prepared by:

Noted by:

Position

PSDS



PROPOSAL FOR ISSUANCE OF ASSIGNMENT ADVICE
School Year 2020-2021
MASTER TEACHER

NO.	DISTRICT	SCHOOL	PLANTILLA NUMBER (to be filled up by HR)	DATE VACATED	PUBLICATION (to be supplied by HR)	NATURE OF VACANCY	NAME OF INCUMBENT	PROPOSED TEACHER/TAKER	RANK (District Level)	SCORE		IMs Produced (eSIM, modules, etc)	SCHOOL ASSIGNMENT	ACTION TAKEN
										Ranking	Validation			
1			Plantilla Verified by: _____ Date Verified: _____											
2			Plantilla Verified by: _____ Date Verified: _____											
3			Plantilla Verified by: _____ Date Verified: _____											
4			Plantilla Verified by: _____ Date Verified: _____											

Reviewed by District/School Ranking Committee:

Position

Position

Position

Approval Recommended:

CARTESA M. PERICO, EdD
ASDS/PSB CHAIRMAN

Approval:

MARILYN S. ANDALES, EdD, CESO V
Schools Division Superintendent



PROPOSAL FOR ISSUANCE OF ASSIGNMENT ADVICE
School Year 2020-2021
JUNIOR HIGH SCHOOL

Position: _____

☐ FOR PROMOTION
☐ FOR ORIGINAL APPOINTMENT

NO.	DISTRICT	SCHOOL	PLANTILLA NUMBER (to be filled up by HR)	DATE VACATED	PUBLICATION (to be supplied by HR)	NAME OF INCUMBENT	PROPOSED TEACHER/TAKER	AREA OF SPECIALIZATION / MAJOR	RANK (District Level)	SCHOOL ASSIGNMENT	RESIDENCE	AC
1			Plantilla Verified by: _____ Date Verified: _____									

Position: _____

☐ FOR PROMOTION
☐ FOR ORIGINAL APPOINTMENT

2			Plantilla Verified by: _____ Date Verified: _____									
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Position: _____

☐ FOR PROMOTION
☐ FOR ORIGINAL APPOINTMENT
☐ RECLASSIFICATION

3			Plantilla Verified by: _____ Date Verified: _____									
---	--	--	---	--	--	--	--	--	--	--	--	--

Reviewed by School Ranking Committee:

Position

Position

Position

Position

Approval Recommended:

CARTESA M. PERICO, EdD
ASDS/PSB CHAIRMAN

Approval:

MARILYN S. ANDALES, EdD, CESO V
Schools Division Superintendent



PROPOSAL FOR ISSUANCE OF ASSIGNMENT ADVICE
School Year 2020-2021
ELEMENTARY

Position: _____

☐ FOR PROMOTION
☐ FOR ORIGINAL APPOINTMENT

NO.	DISTRICT	SCHOOL	PLANTILLA NUMBER (to be filled up by HR)	DATE VACATED	PUBLICATION (to be supplied by HR)	NAME OF INCUMBENT	PROPOSED TEACHER/TAKER	RANK (District Level)	SCHOOL ASSIGNMENT	RESIDENCE	ACTION TAKEN/REMARKS
1			Plantilla Verified by: _____ Date Verified: _____								

Position: _____

☐ FOR PROMOTION
☐ FOR ORIGINAL APPOINTMENT

2			Plantilla Verified by: _____ Date Verified: _____								
---	--	--	---	--	--	--	--	--	--	--	--

Position: _____

☐ FOR PROMOTION
☐ FOR ORIGINAL APPOINTMENT

3			Plantilla Verified by: _____ Date Verified: _____								
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Reviewed by District Ranking Committee:

Position

Position

Position

Position

Approval Recommended:

CARTESA M. PERICO, EdD
ASDS/PSB CHAIRMAN

Approval:

MARILYN S. ANDALES, EdD, CESO V
Schools Division Superintendent



PROPOSAL FOR REASSIGNMENT OF TEACHERS
School Year 2020 - 2021

- ☐ FOR ELEMENTARY
☐ FOR SENIOR HIGH SCHOOL
☐ FOR JUNIOR HIGH SCHOOL WITHIN THE SAME PLANTILLA

NO.	DISTRICT	NAME OF TEACHER	POSITION/PLANTILLA NUMBER	PRESENT ASSIGNMENT (from)	LENGTH OF SERVICE (in present station)	PROPOSED ASSIGNMENT (to)	AREA OF SPECIALIZATION (applicable for JHS/SHS only)	RANK/SCORE	ACTION TAKEN/REMARKS
1			Plantilla Verified by: _____ Date Verified: _____						

- ☐ FOR ELEMENTARY
☐ FOR SENIOR HIGH SCHOOL
☐ FOR JUNIOR HIGH SCHOOL WITHIN THE SAME PLANTILLA

2			Plantilla Verified by: _____ Date Verified: _____						
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- ☐ FOR ELEMENTARY
☐ FOR SENIOR HIGH SCHOOL
☐ FOR JUNIOR HIGH SCHOOL WITHIN THE SAME PLANTILLA

3			Plantilla Verified by: _____ Date Verified: _____						
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Reviewed by District/School Ranking Committee:

Position

Position

Position

Position

Approval Recommended:

CARTESA M. PERICO, EdD
ASDS/PSB CHAIRMAN

Approval:

MARILYN S. ANDALES, EdD, CESO V
Schools Division Superintendent



PROPOSAL FOR ISSUANCE OF ASSIGNMENT ADVICE
School Year 2020-2021
SENIOR HIGH SCHOOL

Position: _____

☐ FOR PROMOTION
☐ FOR ORIGINAL APPOINTMENT

NO.	DISTRICT	SCHOOL	PLANTILLA NUMBER (to be filled up by HR)	DATE VACATED	PUBLICATION (to be supplied by HR)	NAME OF INCUMBENT	PROPOSED TEACHER/TAKER	AREA OF SPECIALIZATION / MAJOR	RANK (District Level)	SCHOOL ASSIGNMENT	RESIDENCE	AC
1			Plantilla Verified by: _____ Date Verified: _____									

Position: _____

☐ FOR PROMOTION
☐ FOR ORIGINAL APPOINTMENT

2			Plantilla Verified by: _____ Date Verified: _____									
---	--	--	---	--	--	--	--	--	--	--	--	--

Position: _____

☐ FOR PROMOTION
☐ FOR ORIGINAL APPOINTMENT

3			Plantilla Verified by: _____ Date Verified: _____									
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Reviewed by School Ranking Committee:

Position

Position

Position

Position

Approval Recommended:

CARTESA M. PERICO, EdD
ASDS/PSB CHAIRMAN

Approval:

MARILYN S. ANDALES, EdD, CESO V
Schools Division Superintendent