



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

Office of the Schools Division
Superintendent

July 22, 2022

DIVISION MEMORANDUM

No. 206 s. 2022

RENEWAL OF APPOINTMENT OF SHS TEACHERS ON PROVISIONAL STATUS

TO: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors /District Caretakers
Elementary and Secondary School Heads
All Other Concerned

1. The Office directs all Senior High School Provisional Teachers hired from school year 2018-2019 to school year 2021-2022 to submit to the Human Resource Unit the following pertinent documents, to wit:
 - ✓ Latest Personal Data Sheet (CS Form 212) – 2 original copies
 - ✓ Position Description Form (CS Form 1) – 2 original copies
 - ✓ Certified True Copy of Appointments (Original and Reappointment)
 - ✓ Certified True Copy of Transcript of Records
 - ✓ Certified True Copy from issuing agency of NC II and TMC (for TVL)
2. Pertinent documents shall be enclosed in plastic pink folder labelled with complete name (Last Name, First Name, MI) in the lower portion of the folder.
3. **Deadline of submission shall not be later than end of business day on July 28, 2022** to ensure uninterrupted services and entitlement of benefits.
4. Widest dissemination of this Memorandum is highly desired.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

