



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

**Office of the Schools Division
Superintendent**

09 May 2023

DIVISION MEMORANDUM

No. 135, s. 2023

**FILLING UP OF TEACHER I NATURAL VACANT PLANTILLA/ITEMS FOR THE
SCHOOL YEAR 2022-2023**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors/Districts-in-Charge
Elementary/Secondary School Heads
All Others Concerned

1. The field is hereby informed on the filling up of Teacher 1 natural vacant Plantilla/items for the elementary, junior, and senior high school levels for the School Year 2022-2023. These vacancies/vacant items were created/existed as of April 2023 due to the resignation, transfer, death, and/or promotion of the incumbents.

2. There are 216 vacant Plantilla/items for Teacher I which were created/existed due to the transfer, death, resignation, and/or promotion of the incumbents as of April 2023. The vacant items per level are shown below:

Level	Number of Vacant Items (Teacher I)	Remarks
Elementary	118	To be filled up
Junior High School	93	To be filled up
Senior High School	5	To be filled up
TOTAL	216 vacant Plantilla/items	

3. Public schools district supervisors, the school heads, and district/school sub-selection committee members shall properly and accurately sign the Proposal for Appointment Issuance Permit Forms as herein attached indicating all the needed information of the teacher/s to be hired.

4. The existing rank lists for Teacher I for the **School Year 2022-2023** (elementary, junior/senior high school levels) shall be used in filling up the existing natural vacancies (216 vacant items). **However, the existing rank list for transfer of teachers must be effected first, after which the new Teacher 1 applicant/s shall be considered.**



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: 032-2556405
Email Address: cebu.province@deped.gov.ph

The recently concluded Teacher 1 ranking (elementary, junior/senior high school levels) which will take effect on May 12, 2023 shall be used to fill up Teacher I items (new and natural vacant items) starting the School Year 2023-2024.

5. The proposal forms shall be accurately and properly prepared at the school/district level adhering to the principles on recruitment, selection, and appointments as stipulated in DO No. 19, s. 2022 (New DepEd Merit Selection Plan) (which took effect on Jan. 1, 2023) and DO No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the DepEd).

6. Hiring of elementary Teacher 1 shall be based primarily on residency (RA 8190), followed by area specialization (Kindergarten or Special Education); junior and senior high school Teacher 1 shall be based primarily on specialization/need of the school followed by residency (RA 8190). Bona fide resident had been expanded to include a Teacher I applicant who has taught for at least one school year (10 months) in a DepEd public school located in the barangay, municipality, city or province, in that order, where the school is located, to be validated by a service record.

7. After considering residency (RA 8190), as a general rule, the scores or ratings of the applicants from highest to lowest shall be considered. Thus, in the "Remarks" column of the proposal form/s, the reasons must be indicated if the Teacher 1 being proposed has a lower score, and the others with higher scores are not yet considered or proposed.

8. There will be a one-day conference on **May 15, 2023 (Monday) at DepEd Ecotech Pavilion**, Sudlon, Lahug, Cebu City of all public schools district supervisors, central school principals, and secondary lead principals (in every district) to finalize the filling up of Teacher 1 natural vacant Plantilla/items. Filled-up/completed proposals for transfer and for proposed Teacher 1 (for hiring) shall be submitted on this date.

9. Public schools district supervisors must also bring the teacher-needs analyses report and SF 4/enrollment reports of all schools requesting Teacher 1 items on May 15th for further verification by the HRMPSB/HR Unit, justifying the needs of the said schools in each district.

10. This Memorandum serves as the "Travel Authority" of all personnel involved in this activity or gathering.

11. Expenses (food/accommodation/incidental) incurred of the above-mentioned activities shall be charged to the Division's MOOE/HRTD Funds while traveling expenses of the personnel involved shall be charged to the schools' MOOE or other local funds available, subject to the usual accounting and auditing rules or regulations.

12. Wide dissemination of this Memorandum is hereby directed/desired.

Apparuly,

SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent

sds/asds/vay/2023



Address: IPHO Building, Sudlon, Lahug, Cebu City
Tel. No.: (032) 255-6405; Email Ad.: cebu.province@deped.gov.ph



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII-Central Visayas
DIVISION OF CEBU PROVINCE
 IPHO Bldg, Sudlon, Lahug, Cebu City

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

Position: _____
 FOR PROMOTION
 FOR ORIGINAL APPOINTMENT

District : _____

School: _____

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

Approval Recommended: (School Selection Committee)

Chairperson / PSDS

Member

Member

Member

Member

PLEASE FILL IN THE NEEDED DATA:

Address:
 Date of Birth:
 Gender:
 Course/Major:
 Teaching Experience:
 Subject Area Taught:
 TIN:
 Contact Number:

Approval Recommended:

VICTOR A. YBANEZ, DM, EdDD, PhD., CESE
 OIC-ASDS / HRMPSB Chairperson

Approved:

SENEN PRISCILO P. PAULIN, CESO V
 Schools Division Superintendent

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



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PROPOSAL for APPOINTMENT ISSUANCE PERMIT for **ELEMENTARY** **SECONDARY**

Position: _____
 FOR PROMOTION
 FOR ORIGINAL APPOINTMENT

District : _____

School: _____

INCUMBENT	PLANTILLA NUMBER (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 & DISTRICT	ACTION TAKEN / REMARKS
	Plantilla Verified by: _____ Date Verified: _____	Published by: _____						

Approval Recommended: (School/District Selection Committee)

Chairperson/PSDS

Member

Member

Member

Member

PLEASE FILL IN THE NEEDED DATA:

Address:
Date of Birth:
Gender:
Course/Major:
Teaching Experience:
Subject Area Taught:
TIN:
Contact Number:

Approval Recommended:

VICTOR A. YBANEZ, DM, EdDD, PhD., CESE
 OIC-ASDS / HRMPSB Chairperson

Approved:

SENEN PRISCILO P. PAULIN, CESO V
 Schools Division Superintendent

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



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PROPOSAL FOR REASSIGNMENT OF ELEMENTARY TEACHERS
POSITION: _____

District : _____

NAME OF TEACHERS	POSITION	PRESENT ASSIGNMENT (FROM)	LENGTH OF SERVICE (Present Station)	PROPOSED ASSIGNMENT (TO)	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:

VICTOR A. YBANEZ, DM, EdDD, PhD., CESE
 OIC-ASDS / HRMPSB Chairperson

Approved by:

SENEN PRISCILO P. PAULIN, CESO V
 Schools Division Superintendent

Note: Attach series & necessary endorsements/documents.



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PROPOSAL FOR TEACHER-IN-CHARGE

- ELEMENTARY
 SECONDARY

District : _____

School: _____

NAME / S	POSITION	PRESENT STATION	LENGTH OF SERVICE IN PRESENT STATION	PROPOSED ASSIGNMENT	NUMBER OF TEACHERS (in the proposed assignment)	ACTION TAKEN / REMARKS

Approval Recommended:

_____ PSDS

_____ ASDS

_____ ASDS

Recommending Approval:

VICTOR A. YBANEZ, DM, EdDD, PhD., CESE
 OIC-ASDS/HRMPSB Chairperson

Approved by:

SENEN PRISCILO P. PAULIN, CESO V
 Schools Division Superintendent

Note: Attach series & necessary endorsements/documents.



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PROPOSAL for APPOINTMENT ISSUANCE PERMIT - SUBSTITUTE TEACHER

Position: _____

ELEMENTARY

SECONDARY

District : _____

School: _____

NAME OF INCUMBENT	PLANTILLA NUMBER (Item Number)	CAUSE OF VACANCY	PROPOSED TEACHER or REPLACEMENT	RANK	SCORE	PROPOSED SCHOOL ASSIGNMENT	ACTION TAKEN / REMARKS
	Plantilla Verified by: _____ Date Verified: _____						

Approval Recommended: (School/District Selection Committee)

Chairperson / PSDS

Member

Member

Member

Member

Approval Recommended:

VICTOR A. YBANEZ, DM, EdDD, PhD., CESE
 OIC-ASDS / HRMPSB Chairperson

Approved:

SENEN PRISCILO P. PAULIN, CESO V
 Schools Division Superintendent

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