



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent



DIVISION MEMORANDUM
DM-2023-181

TO : Asst. Schools Division Superintendent
Chief Education Supervisor -Curriculum Implementation Division
Chief Education Supervisor -Schools Governance Operation Division
School Heads of Public and Private Secondary Schools

SUBJECT : **GUIDELINES FOR REQUESTING AUTHORITY TO FILL VACANT AND SUBSTITUTE POSITIONS**

FROM : Schools Division Superintendent

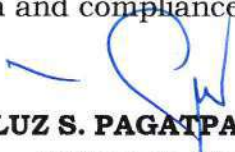
DATE : March 29, 2023

To streamline the process of request for authority to fill natural vacant and substitute positions, a new template has been created and will be used for all requests in both elementary and secondary schools. The guidelines are as follows:

1. School heads are highly encouraged to download and secure an offline copy of the form to ensure faster processing of requests.
2. The new template for Authority to fill vacant and substitute positions can be downloaded through the following links:
 - http://bit.ly/Elementary_RequestForm
 - http://bit.ly/Secondary_RequestForm
 - http://bit.ly/Substitute_RequestForm
3. School heads and concerned personnel must make sure that all necessary details are provided and duly accomplished/signed before submitting same to the Division Office.
4. Request for vacant and substitute positions will be evaluated based on the teacher-needs of the specific school, and likewise on availability of funds (for substitute items).

Attached are sample templates for your reference.

For information, guidance, wide dissemination and compliance.


VIVIAN LUZ S. PAGATPATAN, CESO VI
Officer-In-Charge
Schools Division Superintendent

With hundred reasons to serve!



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan
Telephone Number: (075) 205 - 0644
Website: depedalaminoscity.com
Email Address: alaminos.city@deped.gov.ph





Republic of the Philippines
Department of Education
 REGION I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

**REQUEST FOR AUTHORITY TO FILL
 (ELEMENTARY)**

Date _____

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
Schools Division Office of Alaminos City

Madam:

This is to recommend the filling up of the Vacant position of the Residual Teacher I item bearing item no. _____ originally stationed at _____, District.

Item Number (vacated T-1 Position only)	School/District Where the Vacancy is	Cause of Vacancy	School/District Where the item will be deployed																																				
	School Enrolment: _____ No. of Teachers: _____ PTR: _____ <i>No. of Teacher per area of Specialization</i> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Gr. Level</th> <th style="text-align: center;">Enrolment</th> <th style="text-align: center;">No. of Teachers</th> </tr> </thead> <tbody> <tr><td>KD</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>I-II</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>III-IV</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>V-VI</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>RT</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> </tbody> </table>	Gr. Level	Enrolment	No. of Teachers	KD	_____	_____	I-II	_____	_____	III-IV	_____	_____	V-VI	_____	_____	RT	_____	_____	Retirement/ Promotion of (Name) Grade Level assignment/Area of Specialization: _____	School Enrolment: _____ No. of Teachers: _____ PTR: _____ <i>No. of Teacher per area of Specialization</i> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Gr. Level</th> <th style="text-align: center;">Enrolment</th> <th style="text-align: center;">No. of Teachers</th> </tr> </thead> <tbody> <tr><td>KD</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>I-II</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>III-IV</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>V-VI</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>RT</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> </tbody> </table>	Gr. Level	Enrolment	No. of Teachers	KD	_____	_____	I-II	_____	_____	III-IV	_____	_____	V-VI	_____	_____	RT	_____	_____
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RT	_____	_____																																					
			Proposed Grade Level/Specialization to be filled up: _____																																				

We are also submitting other pertinent documents to support the request as follows:

- | | |
|---|--|
| _____ Justifications
_____ SF Form 4 / SF Form 7
_____ Approved GSIS Retirement Form
_____ Publication | _____ Plantilla of the concerned schools
_____ Special Order (retirement, transfer & resignation)
_____ Appointment of chain promotion/cope of Advice Letter |
|---|--|

Should this request is approved, attached is our School Selection Committee Recommendation for your reference and perusal.

Very truly yours,

School Head

DIVISION ACTION:

CYNTHIA M. BUAMERO

MARIEE A. VIRAY



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

**REQUEST FOR AUTHORITY TO FILL
 (HIGH SCHOOL)**

_____ Date

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
Schools Division Office of Alaminos City

Madam:

This is to recommend the filling up of the Vacant position of the Residual Teacher I item bearing item no. _____ originally stationed at _____, District with the following recommendation to wit:

Item Number (vacated T-1 Position only)	School/District Where the Vacancy is	Cause of Vacancy	School/District Where the item will be deployed
	<p style="text-align: center;">School</p> <p>Enrolment: _____ No. of Teachers: _____ PTR: _____ <i>No. of Teacher per area of Specialization</i></p> <p>English : _____ Math : _____ Science : _____ Math : _____ TLE : _____ Filipino : _____ Values : _____ AP : _____ MAPEH : _____</p>	<p style="text-align: center;">Retirement/ Promotion of</p> <p style="text-align: center;">(Name)</p> <p style="text-align: center;"><i>Area of Specialization:</i></p> <p>_____</p>	<p style="text-align: center;">School</p> <p>Enrolment: _____ No. of Teachers: _____ PTR: _____ <i>No. of Teacher/s per area of Specialization</i></p> <p>English : _____ Math : _____ Science : _____ Math : _____ TLE : _____ Filipino : _____ Values : _____ AP : _____ MAPEH : _____</p>
			<p>Proposed Subj. area to be filled up:</p> <p>_____</p>

We are also submitting other pertinent documents to support the request as follows:

- | | |
|-------------------------------------|--|
| _____ Justifications | _____ Plantilla of the concerned schools |
| _____ SF Form 4 / SF Form 7 | _____ Special Order (retirement, transfer & resignation) |
| _____ Approved GSIS Retirement Form | _____ Appointment of chain promotion/Copy of Advice Letter |
| _____ Publication | |

Should this request is approved, attached is our School Selection Committee Recommendation for your reference and perusal.

Very truly yours,

_____ School Head

DIVISION ACTION:

CYNTHIA M. RUAMERO
 Administrative Officer IV(HRMO)

MARIFE A. VIRAY
 Planning Officer III



Republic of the Philippines
Department of Education
 REGION I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

_____ Date

REQUEST FOR SUBSTITUTE

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
Schools Division Office of Alaminos City

Madam,

This is to request a substitute teacher vice _____ who is/will be on _____ effective _____ until _____.

For your reference, Mr/Ms _____ has the following assignments/details of work:

ELEMENTARY:

1. Grade _____ teacher;
2. Adviser: () YES () NO
3. Subject load concentration: _____ (if necessary)
4. Other assignments: _____

JHS/SHS:

1. Grade _____ teacher;
2. Adviser () Relieving ()
3. Major field/discipline : _____
4. Subject load concentration: _____ (if necessary)
5. Other assignments: _____

Attached is our School Selection Committee Recommendation for your reference.

Very truly yours,

 School Head

Certification of Availability of Funds/Possibility of Funds

HELEN A. GUILLERMO
 Administrative Officer V (Budget Officer III)

CHIMMY ANNE S. RAOET
 Accountant III

APPROVED

DISAPPROVED

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DIVISION ACTION

Proposed Appointee:

NAME : _____

ADDRESS : _____

FIELD OF SPECIALIZATION: _____