



May 16, 2017

**DIVISION MEMORANDUM**

No. 308, s. 2017

**UNIFORMITY OF PROPOSALS**

**To: Assistant Schools Division Superintendents  
Education Supervisors/Coordinators  
Public Schools District Supervisors/OICs  
School Heads/Caretaker  
Senior High School Teachers  
All Others Concerned**

1. In line with the continuing quest for improvement in the processing of appointment, this Office hereby directed all concerned to use the same format (form) of proposal.
2. Approved proposal is an integral part of the appointment issuance.
3. It was observed that proposals submitted from the field are in any form, thus no uniformity of the format.
4. Attached are the blank forms of revised proposals, to be used effective May 22, 2017.
5. These forms can also be downloaded in our website [www.depedcebuprovince.ph](http://www.depedcebuprovince.ph)
6. Wide dissemination and strict compliance of this Memorandum is hereby directed.

  
**RHEA MARA ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent



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

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

- FOR PROMOTION  
 FOR ORIGINAL APPOINTMENT

SY: 2017 - 2018

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: _____									

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

Approval Recommended: (School Selection Committee)

\_\_\_\_\_  
Chairperson / School Head

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Full Name: \_\_\_\_\_  
 Gender: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 District: \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_  
 Gender : \_\_\_\_\_  
 Course / Major : \_\_\_\_\_  
 Teaching Experience : \_\_\_\_\_  
 Previous Status : \_\_\_\_\_  
 Grade / Year Level : \_\_\_\_\_  
 Subject Area Taught : \_\_\_\_\_  
 TIN : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_

Noted by:

\_\_\_\_\_  
PSDS

Approved by:

**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
 Schools Division Superintendent

Approval Recommended:

**ESTER A. FUTALAN, Ed.D.**  
 ASDS / PSB Chairperson

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**  **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	ACTION TAKEN / REMARKS
	Plantilla Verified by: _____  Date Verified: _____	Published by: _____						

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

Approval Recommended: (School Selection Committee)

\_\_\_\_\_  
Chairperson / School Head

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Full Name: \_\_\_\_\_  
 Gender: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 District: \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_  
 Course / Major : \_\_\_\_\_  
 Teaching Experience : \_\_\_\_\_  
 Previous Status : \_\_\_\_\_  
 Grade / Year Level : \_\_\_\_\_  
 Subject Area Taught : \_\_\_\_\_  
 TIN : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_

Noted by:

\_\_\_\_\_  
PSDS

Approval Recommended:

**ESTER A. FUTALAN, Ed.D.**  
 ASDS / PSB Chairperson

Approved by:

**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
 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

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

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

INCUMBENT	PLANTILLA NUMBER (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: _____  Date Verified: _____	Published by: _____							

Reviewed by : (Personnel Selection Board)

**JENNY C. BACANG, MPA**  
 HRMO

**JEREMY C. DENAMPO**  
 Administrative Officer V

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

Approval Recommended:

**ESTER A. FUTALAN, ED.D.**  
 ASDS / PSB Chairperson

APPROVED:

**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
 Schools Division Superintendent

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



**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: **ESTER A. FUTALAN, ED.D.**  
 ASDS / PSB Chairperson

Approved by:

**RHEA MAR A. ANGTUD, Ed.D., CESO VI** <sup>1</sup>  
 Schools Division Superintendent



**PROPOSAL FOR REASSIGNMENT OF SCHOOL HEAD/S**

ELEMENTARY

SECONDARY

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

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

NAME / S	POSITION	PRESENT STATION	NUMBER OF TEACHERS	LENGTH OF SERVICE IN PRESENT STATION	PROPOSED ASSIGNMENT	NUMBER OF TEACHERS	CONFORME / SIGNATURE

Approval Recommended:

\_\_\_\_\_  
 PSDS

**ROSELLER N. GELIG**  
 ASDS (North)

**ESTER A. FUTALAN, Ed.D.**  
 ASDS (South)

Recommending Approval:

**ESTER A. FUTALAN, Ed.D.**  
 PSB Chairperson

Approved by:

**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
 Schools Division Superintendent



**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

**ROSELLER N. GELIG**  
 ASDS (North)

**ESTER A. FUTALAN, Ed.D.**  
 ASDS (South)

Recommending Approval:

**ESTER A. FUTALAN, Ed.D.**  
 PSB Chairperson

Approved by:

**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
 Schools Division Superintendent

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



## 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: _____						

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

Approval Recommended: (School Selection Committee)

\_\_\_\_\_  
 Chairperson / School Head

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Member

Noted by:

\_\_\_\_\_  
 PSDS

Approval Recommended:

**ESTER A. FUTALAN, Ed.D.**  
 ASDS / PSB Chairperson

Approved by:

**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
 Schools Division Superintendent

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