

DIVISION MEMORANDUM

No. 284, s. 2018

To: ALL EMPLOYEES

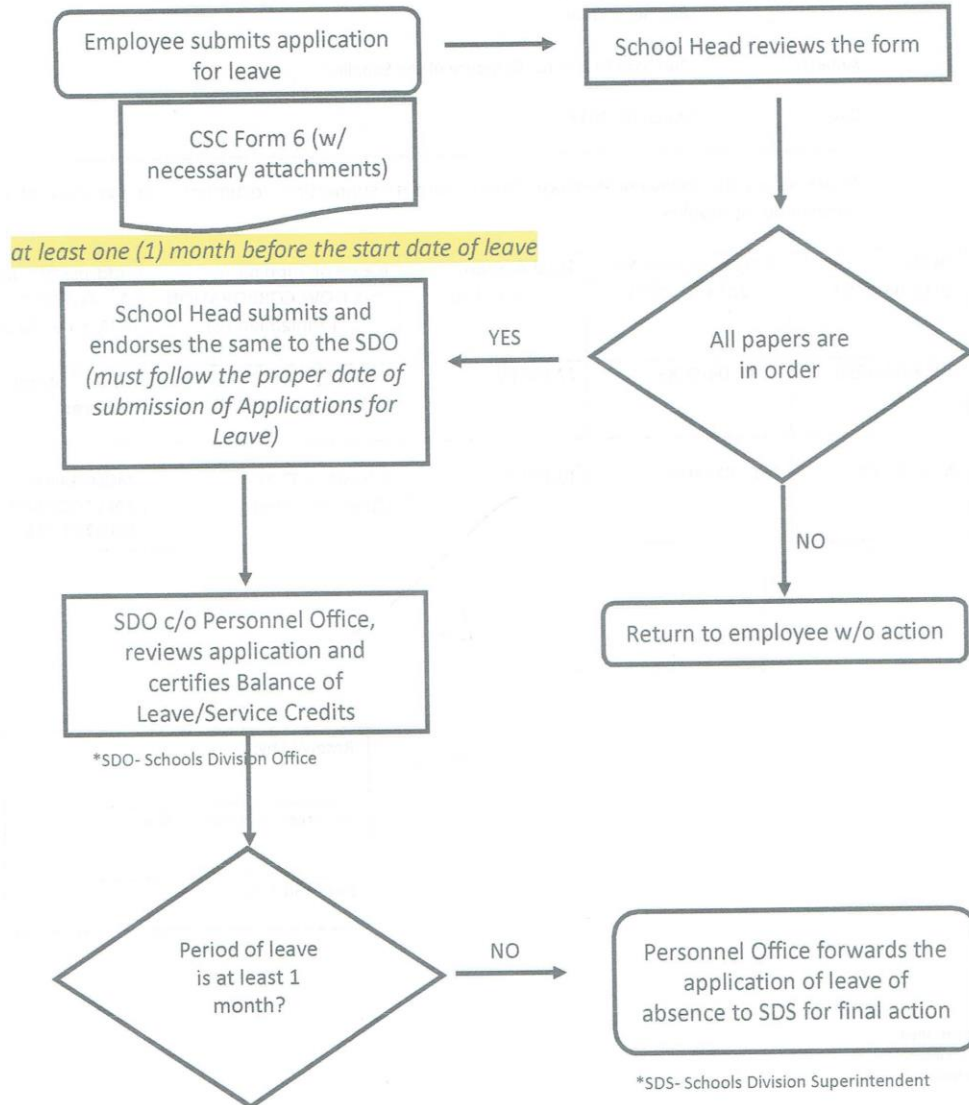
From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent

Subject: Hiring of Substitute Teacher for Teachers Who Will Be On Leave

Date: September 12, 2018

1. This is to inform the field of the process flow (*attached hereto*) to be followed in hiring a substitute teacher should a teacher file a leave of absence for at least a month.
2. School Heads are expected to ensure that all papers are in order before submission to the Division Office. Any leave of absence by a teacher for a period of less than a month shall not warrant deployment of substitute teacher. Hence, the School Head is expected to make the necessary adjustments to ensure that class/es left behind due to a teacher's absence is not left unattended.
3. For information, guidance and strict compliance.

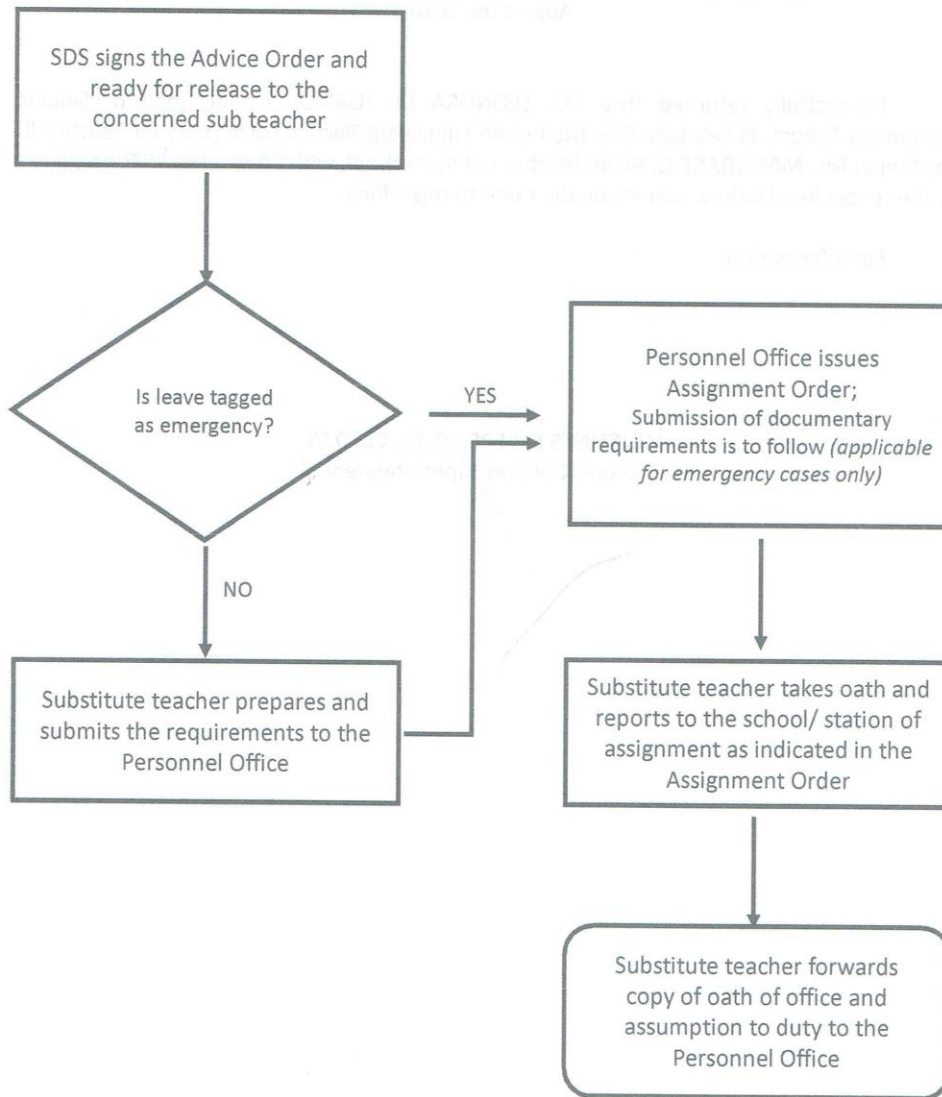
**PROCESS FLOW FOR HIRING A SUBSTITUTE TEACHER
SHOULD A TEACHER FILE A LEAVE OF ABSENCE FOR AT LEAST A MONTH**



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Person Concerned
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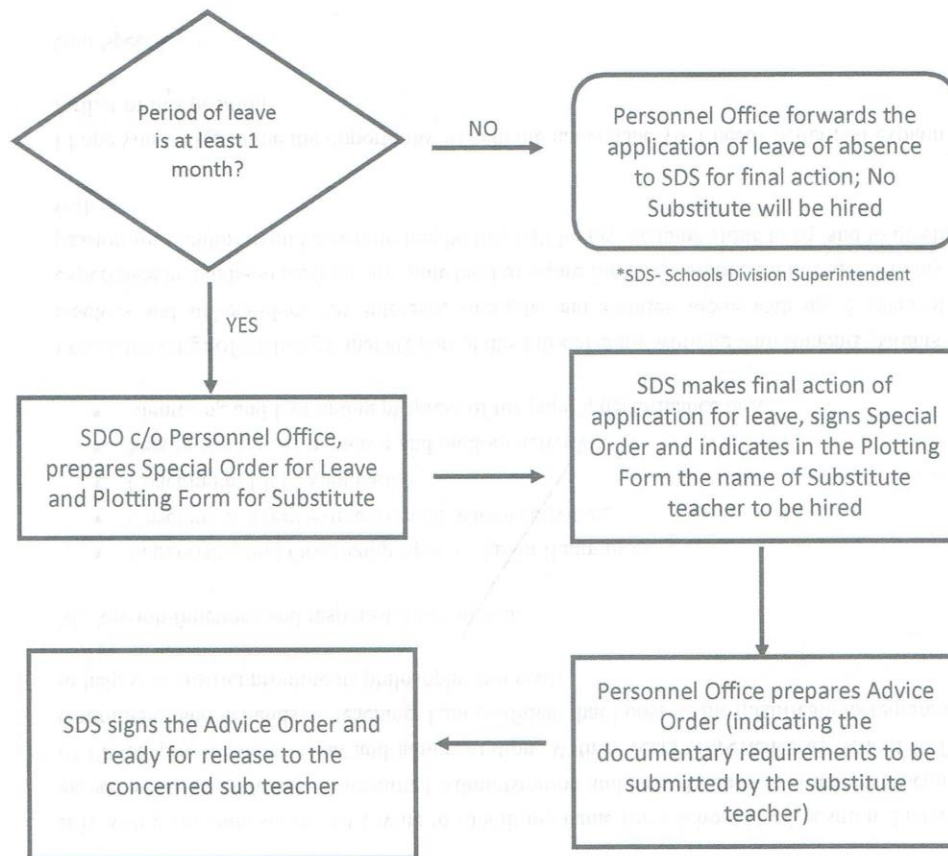
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