



Republic of the Philippine
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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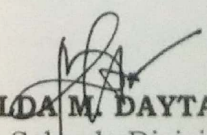
Office of the Schools Division Superintendent
DIVISION MEMORANDUM
No. 116 s.2021

March 23, 2021

GUIDELINES ON ISSUANCE OF NOTICE OF VACANCY DUE TO LEAVE OF ABSENCE

To: Public Schools District Supervisors
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. To facilitate and ensure smooth process flow and timely submission of substitute appointments, School Heads shall use the attached Notice of Vacancy Due to Leave of Absence Form and be guided with the following procedures.
 - A. **Anticipated vacancies:**
 1. Submit Notice of vacancy to the SDS for approval 1 to 2 weeks before the leave of absence commences.
 2. After approval of Notice of Vacancy, School Head shall submit complete documents of substitute 1 week before the effectivity.
 3. Appointment documents with complete attachments shall be signed and approved by the SDS on the day the teacher actually assumed the duties and responsibilities. Hence it is expected that these shall be on the table of the SDS on or before the day of assumption to duty.
 - B. **In case of emergency, the following shall be considered:**
 1. School head shall submit notice of vacancy immediately on the first working day the emergency leave takes effect.
 2. Complete appointment documents shall be signed and approved by the SDS within five working days.
2. This shall take effect immediately upon its issuance.
3. For information and strict compliance.


BENILDA M. DAYTACA, EdD. CESO VI
Asst. Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

OSDS/ADMIN/jbp

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Quality Form	Document Code: SDOABRA-QF-OSDS-PER-000 Revision: 00 Effectivity date: 01-14-2019
NOTICE OF VACANCY DUE TO LEAVE OF ABSENCE	Name of Office: OSDS-PERSONNEL UNIT

_____ Date

Name of Incumbent: _____
 Position Title: _____
 PSIPOP Item Number: OSEC-DECSB- _____
 Station: _____
 (School/District) (Address of School)

Grade / Year Assignment: _____
 (Indicate whether H.E., Primary, Academic, Intermediate, Subject Area)

Nature of Leave: _____
 Inclusive Period: _____

Name of Recommender: _____
 Address of Recommender: _____
 Educational Qualification: _____
 (Course) (Major/Minor)

Civil Service Eligibility: _____
 (Title of Examination) (Year Taken) (Rating) (Place)

Status/Nature of Appointment: _____
 (Original, Reappointment, Promotion, Transfer, Renewal, Reemployment, etc.)

Teaching Experience: _____
 (School/s) (Period) (Performance Rating)

COMMENTS/REMARKS

_____ School Head
 CP #: _____

Funds Available:

CELIA S. BOLANTE
 Accountant III

APPROVED:

BENILDA M. DAYTACA EdD, CESO VI
 Asst. Schools Division Superintendent
 OIC- Office of the Schools Division Superintendent

FIRST DAY OF SERVICE: _____

- Attachments:** 1. LET/PBET Rating (photocopy) 2. Unexpired License (photocopy) 3. Photocopy of RQA (for Teacher I) 4. Form 41



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