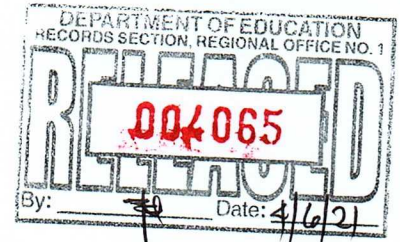




Republic of the Philippines  
**Department of Education**  
 REGION I



Office of the Regional Director

APR 06 2021

REGIONAL MEMORANDUM  
 No. 289, s. 2021

**ADDITIONAL INSTRUCTIONS ON UPDATING THE LIST OF SENIOR HIGH SCHOOL (SHS) TEACHERS UNDER PROVISIONAL APPOINTMENTS**

To: **Schools Division Superintendents**

1. In reference to Memorandum DM-PHROD-2021-0146 from Undersecretary Jesus L.R Mateo dated March 05, 2021 or *Request for Updated List of SHS Teachers under Provisional Appointments*, the Professional Regulation Commission (PRC) through the Department of Education (DepEd) - Bureau of Human Resource and Organizational Development (BHROD), has requested to provide the updated list SHS Teachers under Provisional Appointments who were first hired in 2016 and whose appointments are about to expire by the end of this school year, and who fall under the cited conditions or parameters, to re-take the Licensure Examination for Teachers (LET) this year.

2. In line with this, the Schools Division Offices (SDOs) are hereby directed to provide the additional list of SHS Provisional Teachers who fall under the following conditions/parameters:

- 2.1 That the SHS Teacher was first appointed on the SY 2016-2017 and is continuously renewed every school year in the last five (5) years until SY 2020-2021; and
- 2.2 That the SHS Teacher has not taken the LET (Put N/A on Column H and I)

3. Please accomplish the Google sheet specifically the Sheet Tabs for **Area 2** assigned per SDO, which can be accessed through this link: <https://bit.ly/3boDtJ4>.

4. Considering that this Office will consolidate and monitor the filling-out of the division offices, kindly submit the duly signed and/or approved form (PDF Format) through the Administrative Division – Personnel Section email: [ps.region1@deped.gov.ph](mailto:ps.region1@deped.gov.ph) on or before **April 08, 2021**.

5. For information, guidance, and compliance.



**TOLENTINO G. AQUINO**

Director IV

Encl.: Memorandum DM-PHROD-2021-0228  
 Reference: Memorandum DM-PHROD-2021-0146 & 0228  
 To be indicated in the Perpetual Index under the following subject:

SENIOR HIGH SCHOOL                      TEACHERS                      FORMS

AD-PS/lgm/RM\_AddtionalListofProvisionalSHSTeachers  
 April 06, 2021

**DepEd Region 1: Built on character; empowered by competence.**



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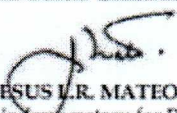
## Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-PHROD-2021-0228

TO : Regional Directors  
Schools Division Superintendents  
Human Resource Management Officers  
All Others Concerned

FROM :   
JESUS L.R. MATEO  
Undersecretary for Planning, and Human Resource and  
Organizational Development

SUBJECT : Additional Instructions on Updating the List of Senior High School  
Teachers under Provisional Appointments

DATE : 31 March 2021

This has reference to the *Request for Updated List of Senior High School (SHS) Teachers under Provisional Appointments* through Memorandum (DM-PHROD-2021-0146) dated 05 March 2021 based on the request of the Professional Regulation Commission (PRC) as part of their response to our appeal on allowing the affected SHS Provisional Teachers, who were first hired in 2016 and whose appointments are about to expire by the end of this school year, to re-take the Licensure Examination for Teachers (LET) this year.

In a separate communication, the Human Resource Policies and Standards Office (HRPSO) of the Civil Service Commission (CSC) likewise requested additional data/information to support our appeal to allow the reappointment (renewal) of the affected provisional teachers.

In view of the foregoing, this Office is hereby requesting the SDOs and ROs to revisit and provide minor updates in the working online Google Sheet template provided in link in DM-PHROD-2021-0146 (*Annex A*) guided by the following instructions:

*Encode additional remarks in the Spreadsheet columns based on the indicated conditions:*

Conditions	Remarks and designated cells
The SHS Teacher was <b>not first</b> appointed on the SY 2016-2017	Put N/A on Column C
The SHS Teacher has <b>not yet taken</b> Licensure Examination for Professional Teachers	Put N/A on Column H and I

SDOs are still requested to encode in their respective "List" tab (*Area 2\_SDO*); while designated RO Focal Person/s are likewise requested to consolidate all SDO submissions and update the 'Regional Summary' tab (*Area 1\_RO*) in the same Google Sheet template.

The SDO/s and RO Focal Person/s are requested to accomplish the template **on or before 09 April 2021 (Friday)**.

Should there be any other questions or clarifications on the matter, kindly contact the Human Resource Development Division of the Bureau of Human Resource and Organizational Development (BHROD-HRDD) at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

Thank you very much for your usual assistance.