



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
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DIVISION MEMORANDUM

No. 017 s. 2017

**TIMELINE FOR THE REQUEST FOR SUBSTITUTE TEACHER
DUE TO MATERNITY LEAVE OF ABSENCE**

TO: Education Program Supervisors
Public Schools District Supervisors/ District In-charge
Elementary and Secondary School Head
All others concerned

1. To fast track appropriate action to the request for substitute teacher due to maternity leave of absence, the following timeline shall be observed:
 - a. 30 days before the scheduled maternity leave
 - Application for maternity leave shall be filed by the incumbent teacher through the School Head or Public Schools District Supervisor (PSDS) for schools without a full-fledged School Head.
 - b. Once the application for maternity leave has been approved by the Appointing Authority
 - Plotting form shall be filled-out by the school head or PSDS for schools without a full-fledged School Head
 - Filled-out plotting form with attached approved maternity leave of absence of the incumbent teacher indicating the position, item number, subject area (for high school) and period of maternity leave shall be submitted to this Office.
 - c. After compliance of item b
 - Advice order shall be prepared by the Personnel Section through the Promotion and Selection Board for approval of the Appointing Authority.
 - d. After the approval of the advice order
 - Appointment for substitute teacher shall be prepared by the personnel section.
 - e. 30 days before the end of the maternity leave of absence
 - Incumbent teacher shall file application for reinstatement through the School Head or PSDS for schools without a full-fledged School Head.
2. Wide dissemination of this Memorandum to all concerned is desired.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

CML/jgv