



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

January 9, 2023

DIVISION MEMORANDUM

No. 021 s. 2023

To : **Assistant Schools Division Superintendent**
CID & SGOD chiefs
Division Office Section Heads
Public Schools District Supervisors/ District in-charge
All School Heads
All Teachers and Non-Teaching Personnel
This Division

Subject : **ISSUANCE OF CERTIFICATION THAT CLASSES OF THE ON-LEAVE TEACHER/S SHALL BE HANDLED BY CO-TEACHERS/ HIRED TEACHER**

1. To give every student an opportunity to receive **quality education** ... as stated in Republic Act 10533 which is the Enhanced Basic Education Act of 2013, this Office requires all School Heads to submit certification that all classes of the teachers who will be on leave will be handled by co-teachers (while waiting for the substitute teacher) or hired substitute teacher.

2. Enclosed is the template for the above-mentioned certification.
3. Compliance of this Memorandum is desired.
4. For widest dissemination.

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent 

JSDP / egd/rlg





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CERTIFICATION

This is to certify that the teaching loads of (complete name of the teacher who is on leave Position, school, kind of leave, inclusive date) will be handled by the teacher/s whose names and signatures are reflected below.

This certification is issued on the (date, month & year) in (Name of school, Municipality, District).

Signature over Printed Name
of the School Head/ School Principal

TEACHING LOADS OF (NAME OF TEACHER ON-LEAVE)
WITH NAME OF TEACHERS TO HANDLE AND THEIR SIGNATURES :

TEACHING LOADS	NAMES OF TEACHERS TO HANDLE THE LOADS	SIGNATURES

Prepared by:

Signature over Printed Name of
The Sch. Head/ Principal

Noted by :

Signature over Printed Name of
Public Schools District Supervisor
(PSDS/ PSDIC)

