



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

November 5, 2021

**REGIONAL MEMORANDUM**

No. **682**, s. 2021

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

To: Schools Division Superintendents  
Division HRMOs  
All Others Concerned

1. Attached is a Memorandum (DM-HROD-2021-0335) dated 02 November 2021 with the subject: **Request for Updating the List of Senior High Schools (SHS) Teachers under Provisional Appointments.**
2. Immediate dissemination of and compliance with this Memorandum are desired.

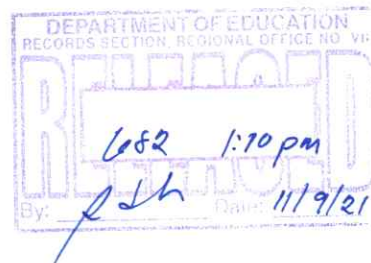
  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

PROVISIONAL  
UPDATING  
SENIOR HIGH SCHOOL TEACHERS



AD-PS-EDR



OFFICE OF THE DIRECTOR IV  
Date and Time Received: 04 NOV 2021  
Date and Time Released: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Signature: \_\_\_\_\_

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DEPARTMENT OF EDUCATION  
RECEIVED  
PERSONNEL SECTION  
DATE 11/5/21 TIME 10:15  
SIGNATURE [Signature]



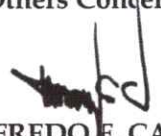
Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION  
RECEIVED  
RECORDS SECTION REGIONAL OFFICE NO. VIII  
NOV 04 2021  
BY: [Signature] TIME: 2:00

**MEMORANDUM**  
DM-HROD-2021-0335

OFFICE OF THE DIRECTOR IV  
Date and Time Received: 04 NOV 2021 4:20  
Date and Time Released: 04 NOV 2021 5:10  
Signature: [Signature]  
Signature: [Signature]

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

**FROM :**   
**WILFREDO E. CABRAL**  
Regional Director, DepEd NCR and  
Officer-in-Charge, Office of the Undersecretary for Human Resource and  
Organizational Development

**SUBJECT :** Request for Updating the List of Senior High School (SHS)  
Teachers under Provisional Appointments

**DATE :** 02 November 2021

To gather information on the existing numbers of SHS Teachers under Provisional Appointments for School Year (SY) 2016-2017, this Office issued DM-PHROD-2021-0146 with subject title "Request for Updated List of Senior High School (SHS) Teachers under Provisional Appointments" and DM-PHROD-2021-0228 with subject title "Additional Instructions on Updating the List of Senior High School Teachers under Provisional Appointments". The collected information became the basis of this Department's request to the Professional Regulation Commission (PRC) on the possible inclusion of the affected SHS Provisional Teachers on the conduct of the 2021 Licensure Examination for Professional Teachers (LEPT).

Subsequently, PRC has granted the request of DepEd for the inclusion of 1,170 SHS Provisional Teachers who were first hired in SY 2016-2017 in the 2021 LEPT in reference to Section 8.a of the Republic Act (RA) No. 10533 which allows the hiring of SHS teachers under provisional status provided they pass the LEPT within the five (5) years. However, due to the pandemic situation and the continuous postponement of LEPT since 2020, similar concerns on the missed opportunity have been raised by the affected SHS Provisional Teachers whose 5-year allowable period is about to expire by the end of this school year as well as its effect on their renewal/reappointment.

ORD email 11/4/21

In response, DepEd is currently assessing the submission of another appeal to PRC in relation to the prioritization of **all affected SHS Provisional Teachers** who missed the opportunity to take the LEPT in both years 2020 and 2021. As first step of this action, the Department, through the Bureau of Human Resource and Organizational Development (BHROD), is in the process of updating the existing numbers of SHS Teachers under Provisional Appointments with the following objectives:

1. To update and generate a centralized database for all SHS Provisional Teachers hired since SY 2016-2017, including those hired and renewed this SY 2021-2022 and;
2. To serve as reference for possible appeals to the PRC and the Civil Service Commission (CSC) with regards to the prioritization of SHS Provisional Teachers in the administration of LEPT and their renewal, especially those who missed the opportunity to take the 2020 and 2021 LEPT.

In view hereof, this Office hereby directs the SDOs and ROs to update the existing numbers of SHS Provisional Teachers through the online Google Sheets Links provided in *Annex A*. Accuracy, completeness, and integrity of the data/information submitted are likewise requested earnestly.

The same links from previous memoranda shall be utilized for this data gathering following the instructions provided in *Annex B*.

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

Given the limited time to gather and finalize the updated numbers of SHS Provisional Teachers and to manage further questions/concerns on filling-out of the template, the BHROD-Human Resource Development Division (HRDD) shall conduct a brief orientation on the scheduled dates below to guide our RO and SDO Focal Person/s on accomplishing the Google Sheet. Please ensure that those RO and SDO Focal Person/s who served as encoders in the previous Google Sheet Template will attend the said orientation.

November 9, 2021 (Tuesday) 10:00 AM to 12:00 PM	Luzon (Regions I, II, III, IVA, IVB, V, NCR, and CAR)	<a href="https://tinyurl.com/Orientation1-SHSProvisional">https://tinyurl.com/Orientation1-SHSProvisional</a>
November 10, 2021 (Wednesday) 10:00 AM to 12:00 PM	Visayas and Mindanao (Regions VI, VII, VIII, IX, X, XI, XII, XIII)	<a href="https://tinyurl.com/Orientation2-SHSProvisional">https://tinyurl.com/Orientation2-SHSProvisional</a>

The said templates are expected to be filled-out and updated on or before **November 15, 2021 (Monday)**. Should there be any other questions or clarifications on the matter, kindly contact Mr. Amiel Bryan Esperanza and Ms. Sarah Bianca B. Bilag at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

Thank you for your cooperation.

[HRDD/SRPSalazar]

*Annex A: Google Sheet Link per Region*

<b>Region</b>	<b>Google Sheet Link</b>
<b>I</b>	<a href="https://tinyurl.com/SHSProvisional-RO1">https://tinyurl.com/SHSProvisional-RO1</a>
<b>II</b>	<a href="https://tinyurl.com/SHSProvisional-RO2">https://tinyurl.com/SHSProvisional-RO2</a>
<b>III</b>	<a href="https://tinyurl.com/SHSProvisional-RO3">https://tinyurl.com/SHSProvisional-RO3</a>
<b>IV-A</b>	<a href="https://tinyurl.com/SHSProvisional-RO4A">https://tinyurl.com/SHSProvisional-RO4A</a>
<b>IV-B</b>	<a href="https://tinyurl.com/SHSProvisional-RO4B">https://tinyurl.com/SHSProvisional-RO4B</a>
<b>V</b>	<a href="https://tinyurl.com/SHSProvisional-RO5">https://tinyurl.com/SHSProvisional-RO5</a>
<b>VI</b>	<a href="https://tinyurl.com/SHSProvisional-RO6">https://tinyurl.com/SHSProvisional-RO6</a>
<b>VII</b>	<a href="https://tinyurl.com/SHSProvisional-RO7">https://tinyurl.com/SHSProvisional-RO7</a>
<b>VIII</b>	<a href="https://tinyurl.com/SHSProvisional-RO8">https://tinyurl.com/SHSProvisional-RO8</a>
<b>IX</b>	<a href="https://tinyurl.com/SHSProvisional-RO9">https://tinyurl.com/SHSProvisional-RO9</a>
<b>X</b>	<a href="https://tinyurl.com/SHSProvisional-RO10">https://tinyurl.com/SHSProvisional-RO10</a>
<b>XI</b>	<a href="https://tinyurl.com/SHSProvisional-RO11">https://tinyurl.com/SHSProvisional-RO11</a>
<b>XII</b>	<a href="https://tinyurl.com/SHSProvisional-RO12">https://tinyurl.com/SHSProvisional-RO12</a>
<b>NCR</b>	<a href="https://tinyurl.com/SHSProvisional-NCR">https://tinyurl.com/SHSProvisional-NCR</a>
<b>CAR</b>	<a href="https://tinyurl.com/SHSProvisional-CAR">https://tinyurl.com/SHSProvisional-CAR</a>
<b>CARAGA</b>	<a href="https://tinyurl.com/SHSProvisional-RO13">https://tinyurl.com/SHSProvisional-RO13</a>

[HRDD/SRPSalazar]

## ***Annex B: Instructions on Updating Google Sheet Template***

1. This sheet will provide detailed instructions on how the succeeding sheet/s should be updated and accomplished.
2. The database has two (2) areas for validation:  
  
**Area 1: Regional Summary of Senior High School Provisional Teachers**  
**Area 2: List of Senior High School Provisional Teachers per SDO**
3. Each RO shall have a designated sheet (**Area 1\_RO**) wherein the required total numbers of SHS Provisional Teachers shall be provided. ROs shall have access to all SDO sheets for consolidation and monitoring purposes of the total numbers of SHS Provisional Teachers in each SDO. Please note that we shall request the names, positions and working office contact information of the assigned encoders from each Regional Office (RO)/School Division Office (SDO).
4. For Area 1\_RO: **Regional Summary of Senior High School (SHS) Provisional Teachers**
  - a. In Column C, the RO encoder shall summarize the **Total Number of Provisional Teachers Hired since SY 2016-2017**, while the **Total Number of Provisional Teachers Hired in SY 2021-2022** shall be summarized in Column D.
  - b. Proceed with Columns E to G to provide the updated details (*name, position, and working office contact number*) of the RO and SDO encoders. For the details of SDO encoders, you may check and copy the details from the respective SDO sheets (Rows 7-8).
5. For Area 2\_SDO: **List of Senior High School Provisional Teachers per SDO**
  - a. In Columns B to G, each **SDO encoder** shall review if existing list of SHS Provisional Teachers is still up-to-date. SDO encoders may insert additional row/s if there are newly appointed/hired SHS Provisional Teachers who are not yet included in the list. Please ensure to indicate the following information:
    - a.1. **Name of Provisional Teacher**
    - a.2. **Date of Appointment**
  - b. SDO encoder is required to provide information in Column H as to the current employment status of the SHS Provisional Teachers reflected in the list. If the existing SHS Provisional Teachers were renewed/reappointed in SY 2021-2022, the SDO encoder shall indicate the date of appointment of the said teachers; otherwise, please indicate NR (not renewed).
  - c. For SHS Provisional Teachers which are already terminated and tagged as NR, please indicate (a.), (b.), or (c.) in the Column I, in reference to the following legends:
    - a. Non-conformity with CSC conditions per CSC Resolution No. 2100451 (applicable for 2016 hirees only)
    - b. Availability of LEPT applicants (applicable for hirees in 2017 onwards)
6. SDO encoder is also required to provide information in relation to the LEPT status of the SHS Provisional Teachers:
  - a. In Column L, please provide the **date of the most recent LEPT attempt or taken** by the SHS Provisional Teacher
  - b. In Column M, please provide the **PRC-generated LEPT Examination Application Number from the most recent LEPT attempt or taken, if available**
  - c. in Column N, please provide the **upcoming LEPT schedule and the Date of Exam and Notice of Application (if available)**, if the SHS Provisional Teacher is scheduled to take the LEPT in 2021/2022; otherwise, indicate 'N/A'
7. If certain requirements/information do not apply, just put N/A in the cells.
8. This tool is expected to be accomplished on or before **15 November 2021 (Monday)**. After this date, the BHROD-HRDD will finalize all accomplished templates from the RO and take down the access of the online tool. Subsequently, the consolidated data of the SHS Provisional Teachers shall be transmitted to the Professional Regulations Commission (PRC) and/or Civil Service Commission (CSC) for further review and analysis.
9. Please send your questions, clarifications and need for assistance to [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) with the subject line: **Updated List of SHS Provisional Teachers of (RO/SDO)**.

***Please be guided accordingly. Thank you so much***

**[HRDD/SRPSalazar]**