

July 22, 2015

DIVISION MEMORANDUMNo. 106 s, 2015**WORKSHOP ON THE PLACEMENT OF NEW TEACHERS**

**TO : Asst. Schools Division Superintendent
Chief of CID and SGOD
Heads of Public Elementary Schools**

1. In the desire of the office to fast-track the filling up of the remaining 2015 teacher items in the elementary pursuant to DepEd Order # 22 s. 2015, a workshop or placement of new teachers shall be conducted on August 3, 2015 at (to be announced later).
2. At the end of the workshop the school heads will be able to:
 - 2.1. Identify teacher applicant to fill the remaining 2015 new items using the RQA per DepEd Order # 22 s. 2015.
 - 2.2. Orient teachers on appointment documents for submission on the given due date.
 - 2.3. Prepare/submit recommendation for appointment
3. Expected participants are the school heads of the schools with new items which were not filled by the qualified teachers using the RQA per DepEd Order # 7 s. 2015. List of School is found in enclosure # 1 of this Memorandum.
4. Participants are requested to bring recommendation signed by the school committee to be submitted at the end of the workshop.
5. In order to facilitate the plotting, the following Education Program Supervisor are assigned as workshop facilitators:
 1. Fernando Macaraig
 2. Sarah Christine Godoy
 3. Imelda Nardo
 4. Gerumi Señar
 5. Heracleo Barcillano
6. A registration of Php. 200.00 shall be charged each participants for expenses of food (1 snack and 1 lunch) and venue chargeable against local fund subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination and strict compliance with this order is desired.

Arnulfo M. Balane
ARNULFO M. BALANE, CESO V
 Schools Division Superintendent

References:

DO 7, s. 2015
 DO 22, s. 2015

To be indicated in the Perpetual index
 under the following subjects

SCHOOL HEAD
 NEW TEACHERS