

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Maynila

June 18, 1979

MEC O R D E R
No. 34, s. 1979

ISSUANCE OF TEMPORARY, PROVISIONAL AND SUBSTITUTE
APPOINTMENTS OF TEACHERS

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Presidents, State Colleges and Universities
Schools Superintendents

1. Inclosed is a copy of Memorandum Circular No. 8, s. 1979, of the Civil Service Commission on the issuance and approval of temporary, provisional and substitute appointments of teachers which is self-explanatory.
2. In addition to the policies and procedures announced in the aforesaid Memorandum Circular, the following conditions should also be observed in the issuance of appointments of substitute teachers:
 - a. Substitute teachers shall be appointed only when the regular incumbents are on maternity leave, on active military tour of duty upon request of military authorities, or on vacation or sick leave of absence without pay for a period not less than one (1) month.
 - b. No substitute shall be appointed to take the place of teachers on detail.
 - c. Copies of the special orders, duly authenticated by the school division superintendent, shall also be furnished the MEC regional office concerned and in the case of national (municipal/city), provincial/municipal, or local school board teachers, the Accounting Machine Division (IBM) or provincial/municipal treasurers concerned, as the case may be, for purposes of payment of salary.
3. Please be guided accordingly.

(SGD.) JUAN L. MANUEL
Minister of Education and Culture



Incl.:
As stated

Reference:

BPS General Letter No. 6 dated
January 15, 1975

Allotment: 1-2--(D.O. 1-76)

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

- ~~APPOINTMENT, EMPLOYMENT, REAPPOINTMENT~~
- ~~RULES & REGULATIONS~~
- ~~SALARY~~
- ~~SUPERINTENDENTS~~
- ~~TEACHERS~~



(Inclosure to MEC Order No. 34, s. 1979)

MEMORANDUM CIRCULAR NO. 8, S. 1979

TO : THE MINISTER, REGIONAL DIRECTORS, PROVINCIAL/
CITY SCHOOLS SUPERINTENDENTS OF THE MINISTRY
OF EDUCATION AND CULTURE, AND REGIONAL
DIRECTORS OF THE CIVIL SERVICE COMMISSION

SUBJECT : Policies on the Issuance and Approval of
Temporary, Provisional and Substitute
Appointment of Teachers

Appointments of teachers comprise a big portion of the total number of appointments that are submitted to the Commission for approval. While the greater majority of the appointments submitted are under permanent status, a good number of them are under temporary, provisional and substitute status.

It has been observed that most of the temporary and provisional appointments are issued for one semester only and renewed semestrially thereafter and that appointments are issued for all services rendered under substitute status regardless of the duration of each. Needless to state, the frequent renewal of these appointments has increased considerably the volume of teachers' appointments submitted to the Commission for approval and caused undue delay in the payment of the salaries of these teachers. The practice also negates the intent of the Magna Carta for Public School Teachers (RA 4670) since the law provides no definite duration of temporary or provisional appointments.

There has now therefore arisen the need to adopt new policies and procedures to expedite action of these appointments and facilitate the release of the salaries of the appointees. With these ends in view and to give more meaning to the Presidential policy direction of facilitative service, the following policies and procedures are hereby promulgated:

1. Temporary and provisional appointments shall be issued in accordance with the provisions of Sections 3 and 4 of RA 4670 without prior authorization from the Commission. However, it must be shown that at the time of the issuance of the appointment there are no persons actually and immediately available who meet the minimum educational qualifications in the case of temporary appointments or with appropriate eligibility in the case of provisional appointments.
2. Unless limited by the appointing authority, temporary or provisional appointments shall have no definite duration. It is understood,



however, that the services of those who hold such positions may be terminated at any time by the appointing authority as soon as persons who possess the minimum educational qualifications or with appropriate eligibility as the case may be, are actually and immediately available.

3. The initial appointments of substitute **teachers** for a school year shall be issued on CS Form 33, as revised in accordance with MC No. 3, s. 1978. Such appointments shall be submitted to the Commission for approval.

Subsequent appointments for the school year need not be issued in the same form, but in Special Order Form (Sample Form attached), a copy of which shall be furnished the Commission for record purposes.

In case a substitute teacher is reappointed the following school year and yearly thereafter, such appointment should be issued on CS Form 33 as revised. All subsequent appointments within a school year shall be in the Special Order.

This Memorandum Circular shall take effect immediately.

(SGD.) JACOBO C. CLAVE
Chairman

March 23, 1979

A true copy

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Republic of the Philippines
MINISTRY OF EDUCATION AND CULTURE

SPECIAL ORDER
No. _____ s. 197

It is hereby made a matter of record that pursuant to Memorandum Circular No. 8, s. 1979, of the Civil Service Commission, M _____ National (Municipal/City) Elementary Grades Teacher is reappointed under _____ status in the Division of _____, MEC Region No. _____, Ministry of Education and Culture, with compensation at the rate of _____ PESOS (P _____) per annum, the appointment to take effect _____

Position to be filled:

P.D. _____

Division Item No. _____ Page _____

Authorized Salary Range _____ Rate _____

School _____

C.S. Eligibility _____

Date Taken _____ Place _____

Highest Educational Attainment _____

Latest Performance Rating _____

Maiden Name, if married woman _____

Last Station _____

Employee Number _____

Tax Account Number _____

Date and Place of Birth _____

Previous Appointment for the school year eff. _____

