

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS  
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)  
Manila

February 3, 1984

MECS O R D E R  
No. 3, s. 1984

GUIDELINES FOR THE HIRING OF SUBSTITUTE TEACHERS

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Vocational School Superintendents/Administrators

1. In connection with the employment of substitute teachers this Office hereby issues the following guidelines as bases:

a. Schools that will be given priority:

- (1) Small schools (one-or-two-teacher schools) which would close if not given substitute teachers
- (2) Schools whose school boards cannot adequately provide for substitute teachers items

b. Schools that will be given low priority:

- (1) Large schools which can adopt alternatives for teacherless classes
- (2) Schools whose teachers go on leave for a relatively short period of time (less than 10 working days)

c. Assignment of substitute teachers:

Who should be given priority

- (1) The most ranking in terms of past performance, educational qualification and competencies
- (2) Teachers who had long/continuous experience as a substitute with at least satisfactory experience
- (3) Substitute teachers whose field of specialization matches that of the ones to be substituted

(4) Only leaves due to maternity/sick leave  
will merit substitute teachers

2. This Office reminds officials ~~responsible for hiring substitute~~  
teachers, that salaries of appointees that exceed the number allotted to  
each school division shall be charged to the appointing official.

3. These guidelines amend and/or supplement previous regulations  
issued regarding the hiring of substitute teachers.

4. Strict compliance with this Order is desired.

(SGD.) JAIME C. LAYA  
Minister

Reference:

MECS Order: No. 40, s. 1982

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

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT  
RULES & REGULATIONS  
SALARY  
TEACHERS