



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

Makao Avenue, Pasig City

OFFICE OF THE SECRETARY

February 20, 1998

DECS ORDER
No. 21, s. 1998

**GUIDELINES IN THE PROCESSING OF APPOINTMENT
OF TEACHERS**

To: Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Regional Directors
Schools Superintendents

1. For the information and guidance of all concerned, inclosed is a copy of CSC Office Memorandum No. 67, s. 1997, on the subject "Guidelines in the Processing of Appointment of Teachers", issued to facilitate and ensure uniform action on all appointments of teachers.
2. Wide dissemination of this Order is desired.


ERLINDA C. PETIANCO
Secretary

Incl.:

As stated

Reference:

DECS Order No. 75, s. 1996

Allotment: 1-(D.O. 50-97)

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

~~APPOINTMENT, EMPLOYMENT, REAPPOINTMENT~~
~~RULES AND REGULATIONS~~
~~TEACHERS~~



OM NO. 67, s. 1997

OFFICE MEMORANDUM

TO : ALL REGIONAL DIRECTOR / HEAD CIVIL
SERVICE FIELD OFFICERS

SUBJECT: Guidelines in the Processing of Appointment
of Teachers

To fully implement Republic Act No. 7836 particularly in ensuring the security of tenure of all incumbents teachers as of December 16, 1994 who are qualified to register as professional teachers without examination as well as those who are required to pass the licensure examination during the prescribed five-year period, the Civil Service Commission, the Department of Education, Culture and Sports, and the Professional Regulation Commission executed a Memorandum of Agreement on October 16, 1997.

In view thereof, and to facilitate and ensure uniform action on all appointments of teachers and pursuant to CSC Resolution No. 97-4571 dated December 9, 1997, the following guidelines are hereby issued:

1. Permanent appointments of incumbent teachers as of December 16, 1994 who are already registered as Professional Teachers under R.A. 7836 shall not be disturbed.

Also, the permanent appointment of an incumbent teacher who failed to register shall likewise, not be disturbed. However, he cannot be promoted until he registers as Professional Teacher. For this purpose, an incumbent teacher as of September 20, 1997 who is qualified to register without examination but who failed to do so shall still be allowed to register without examination up to September 20, 2000. One who failed to register within said period shall henceforth be required to pass the licensure examination for professional teachers.

A registered Professional Teacher shall be understood as one who holds a valid certificate of registration and license issued by the Board of Professional Teachers (BPT) and the Professional Regulation Commission (PRC).

2. Appointments under permanent status by promotion or transfer of incumbents who meet all the minimum requirements of the position including a valid certificate of registration and license shall be approved.

Likewise, the promotion or transfer under permanent status of an incumbent who meets the education, experience and training requirements and has submitted a certification from the BPT that his application for registration has been approved in a Resolution by the BPE and the PRC, shall be approved.

3. Provisional appointments of incumbent teachers who have submitted certification from the DECS that they are incumbent teachers as of December 16, 1994 and from the BPT that they have filed application for registration shall be allowed to continue in the teaching service under provisional status until September 20, 2000. Said information shall be noted in their service cards filed with the CSROs and CSFOs. Upon submission of a valid certificate of registration and license or a certified copy of Resolution by the BPT/PRC approving their application, an appointment for change of status from provisional to permanent shall be approved.

4. Provisional appointments of incumbent teachers who are not qualified to register without examination or who, albeit qualified, failed to register shall be allowed to continue in the teaching service upon submission of temporary or special permits issued by the BPT. They shall be under provisional status until September 20, 2000. This information shall be noted in their service cards on file with the CSROs and CSFOs. Appointment by transfer of incumbent teachers involving the same position shall be approved as provisional under the conditions mentioned above.

In case an incumbent teacher referred to in this number is issued a certificate of registration and license during the interim period, his appointment for change of status from provisional to permanent shall be approved. On the other hand, if she fails to register from September 20, 1995 to September 20, 2000, he shall be replaced by a qualified registered teacher.

It is understood that the DECS thru its Regional/Division Office shall furnish the CSROs and CSFOs masterlists of incumbent teachers as of December 16, 1994 for validation/verification purposes.

5. Appointments of registered and licensed teachers as substitutes shall be approved. Likewise, the appointment as substitutes of teachers who have submitted special or temporary permits issued by the BPT may be approved subject to the condition that they may be replaced anytime by registered teachers certified by CSC based on the masterlist furnished by the PRC.
6. Appointment of para-teachers who have submitted special or temporary permits issued by the BPT may be approved as provisional. They may be replaced anytime by registered teachers certified by CSC based on the masterlist furnished by the PRC.
7. Original appointments and appointments by lateral entry are subject to the Qualification Standards of the positions involved and other pertinent Civil Service Law, rules and regulations.


CORAZON ALMA G. DE LEON
Chairman

15 December 1997