



*Tanggapan ng Kalihim*  
*Office of the Secretary*

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JUL 22 2004

DepED ORDER  
No. 45, s. 2004

**APPOINTMENT OF PRINCIPALS AND TEACHERS  
IN PUBLIC SECONDARY SCHOOLS**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Secondary Schools

1. In order to improve the quality of education in the Public School System and to address the imbalance resulting from excess/shortages of teachers in a particular locality, appointments made by Schools Division Superintendents to fill up principal and teacher items created in SY 2004-2005 for the secondary schools shall only reflect the name of the division office where the appointee concerned shall be deployed. A Special Order shall likewise be issued to the appointee specifying his/her school assignment.

1.1 Enclosed herewith are the sample forms containing the particulars and/or information that shall be reflected therein: (a) appointment paper; and (b) assignment order.

2. In the allocation/assignment of teacher items, the Schools Division Superintendent shall be guided by the following:

- 2.1 Teacher Deployment Analysis pursuant to DepED Order No. 50, s. 2003 (Adoptive Measures in Filling Up Vacant Teaching Positions); and
- 2.2 Pertinent provisions of DepED Order No. 1, s. 2004 (Revised Guidelines on the Recruitment and Appointment or Assignment of Public School Teachers Including the Establishment of a Pooling Scheme) which was issued in relation to R.A. No. 8190 otherwise known as "Localization Law".

3. The number of items of principals and teachers allocated per Unnumbered Memorandum dated April 28, 2004 relative to the allocation of New Teaching and Non-Teaching Positions for SY 2004-2005 shall be strictly followed.

4. In case subsequent vacancies shall occur relative to existing principal, teaching and non-teaching items allocated to the different secondary schools within a division office, appointment to fill up such vacancies shall be made by the Superintendent concerned in such a way that the appointment paper shall only bear the name of the division office where the appointee shall be deployed. For the purpose of assigning the appointee to a school, a Special Order shall be issued by the Schools Division Superintendent concerned specifying the school where he/she (appointee) shall be assigned.

5. A report of assignment and/or reassignment shall be regularly submitted (quarterly basis) to the DBM Regional Office, copy furnished DepED Regional Office for its reference in the subsequent release of allotment and NCA. Such report may also be used as a basis for adjustment to be made by DBM on its records relative to this matter (teachers deployment, re-deployment and assignment).

6. Immediate dissemination of and strict compliance with this Order is directed.



EDILBERTO C. DE JESUS  
Secretary

Encls.: As stated

References: DepED Orders: (Nos. 50, s. 2003 and 1, s. 2004)

Allotment: 1—(D. O. 50-97)

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT  
OFFICIALS  
POLICY  
TEACHERS

Reyaba/mppd/appointment of principal  
7/13/04

Republic of the Philippines  
**Department of Education**

REGION \_\_\_\_\_

Division of \_\_\_\_\_

\_\_\_\_\_  
Date

Special Order

No.      s. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assignment Order**

In view of the approval of your appointment as \_\_\_\_\_ in the Division of \_\_\_\_\_, you are hereby advised of your assignment at the \_\_\_\_\_, to perform the duties and responsibilities attached to your position and such other related functions as may be assigned.

It is understood that you may be transferred/reassigned anytime to another school within the Division office where you are presently deployed or where your services are needed.

\_\_\_\_\_  
Schools Division Superintendent

**CONFORME:**

\_\_\_\_\_  
Teacher

KSS Porma Blg. 33  
(Narebisa, Setyembre 1998)

Republika ng Pilipinas  
**KAGAWARAN NG EDUKASYON**  
DepEd Complex, Pasig City

**Binibini/Ginang/Ginoo:**

Kayo ay nahirang na SECONDARY SCHOOL PRINCIPAL I, SG - 18

*You are hereby appointed as*

na may katayuang \_\_\_\_\_ sa \_\_\_\_\_  
*with a* \_\_\_\_\_ *(Status)* \_\_\_\_\_ *at the*

**Department of Education (Division of \_\_\_\_\_)** sa pasahod na \_\_\_\_\_  
*(Agency)* \_\_\_\_\_ *with a compensation rate of*

\_\_\_\_\_ pesos per annum

Ito ay magkakabisa sa petsa ng pagganap ng tungkulin subali't di aaga sa petsa ng pagpirma  
*The effectivity of this appointment shall be the date of actual assumption by the appointee but not earlier than the date of issuance of*

ng puno ng tanggapan o appointing authority.  
*the appointment which is the date of the signing of the appointing authority.*

Ang appointment na ito ay \_\_\_\_\_ bilang kapalit ni  
*This appointment is* \_\_\_\_\_ *(Original, Promotion, etc.)* \_\_\_\_\_ *vice*

\_\_\_\_\_ na \_\_\_\_\_ at ayon sa Plantilya  
*who* \_\_\_\_\_ *(Transferred, Retired, etc.)* \_\_\_\_\_ *and accordance with Plantilla*

Aytem Blg. \_\_\_\_\_ Pahina \_\_\_\_\_  
*Item No.* \_\_\_\_\_ *Page*

Sumasainyo,

Very truly yours,

\_\_\_\_\_  
*Petsa ng Pagpirma*  
*Date of Signing*

\_\_\_\_\_  
*Awtorisadong Opisyal*  
*Komisyon ng Serbisyo Sibil*  
*Authorized Official/Civil Service Commission*

KSS Porma Blg. 33  
(Narebisa, Setyembre 1998)

Republika ng Pilipinas  
**KAGAWARAN NG EDUKASYON**  
DepEd Complex, Pasig City

**Binibini/Ginang/Ginoo:**

Kayo ay nahirang na TEACHER I, SG - 10  
*You are hereby appointed as*

na may katayuang \_\_\_\_\_ sa  
*with a* (Status) *at the*

**Department of Education (Division of \_\_\_\_\_)** sa pasahod na  
(Agency) *with a compensation rate of*

\_\_\_\_\_ pesos per annum

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Date of Signing

\_\_\_\_\_  
*Awtorisadong Opisyal*  
*Komisyon ng Serbisyo Sibil*  
Authorized Official/Civil Service Commission

## Sertipikasyon

Ito ay pagpapatunay na lahat ng dapat gawin at mga kailangang dokumento para sa appointment na ito ay ayon sa CSC MC No. 40, s. 1998 ay nasunod na, narebisa ko at napatunayang nasa ayos.

Ang posisyon ay nalathala sa \_\_\_\_\_  
(The position was published at)

noong  
(on)

*This is to certify that all requirements and supporting papers pursuant to MC # 40, s. 1998 have been complied with, reviewed and found to be in order.*

## Sertipikasyon

Ito ay pagpapatunay na ang nahirang ay nagdaan sa pagsusulit ng Personnel Selection Board at kwalipikado.

*This is to certify that the appointee has been screened and found qualified by the Promotion/Selection Board.*

\_\_\_\_\_  
(Chairman, Selection Board)

## Mga Notasyon

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ANUMANG BURA O PAGBABAGO SA AKYONG GINAWA NG KOMISYON NG SERBISYO SIBIL AY MAGPAPAWALANG BISA SA PAGHIRANG NA ITO MALIBAN KUNG ANG PAGBABAGO AY NASULAT NA KINUMPIRMA NG KOMISYON.

Petsa ng paglabas sa KSS/Komisyon

Mga Pagbibigyan Ng Kopya:

Orihinal

Pangalawang Kopya

Pangatlong Kopya

- Kopya ng nahirang

- para sa Komisyon ng Serbisyo Sibil

- para sa Ahensiya

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