



Republic of the Philippines
Department of Education
 Region IX, Zamboanga Peninsula
 DIVISION OF PAGADIAN CITY

RELEASED

4/17/23
6 file

April 17, 2023

DIVISION MEMORANDUM

No. 87, s. 2023

IMMEDIATE FILLING UP OF VACATED ITEMS

To: **PERSONNEL SELECTION BOARD (PSB),
 DISTRICT/SCHOOL SCREENING/ SELECTION (SUB) / COMMITTEES,
 HUMAN RESOURCE, ALL CONCERNS**
 This Schools Division

1. With references to Division Memoranda dated August 6, 2014 **“Promotion Policy: Escalera or Dama;”** April 11, 2023, **“NATURAL VACANCIES DUE TO MANDATORY / OPTIONAL RETIREMENT, PROMOTION, TRANSFER / RESIGNATION, DEATH;”** April 11, 2023, **“REGISTRY OF QUALIFIED APPLICANTS (RQAs) FOR ALL LEVELS;”** the Superintendent met the Personnel Selection Board, the School / District Screening/Selection Committees / Sub- Committees (PSDSs) and the HRMO on April 14, 2023 to accelerate the FILLING UP of any VACANCY.

2. **With 25 teaching vacancies as of March 31 the pupils, students and learners had already lost 172 days of valuable learning-teaching processes as of April 17, 2023.**

3. **Any employee who wants to be promoted must submit immediately Pertinent Papers to respective School / District Screening/Selection Committees / Sub-Committees for Immediate Appropriate Assessment, which starts on April 24, 2023 – for the Committees must submit the RQAs to SDS starting May 2, 2023. This anticipated assessment shall be done whenever there shall be only 2 remaining in the RQA, or annually.**

For Teaching and Related Teaching – Teacher 1 to Teacher 2, Teacher 2 to Teacher 3, Teacher 3 to Master Teacher 1 or Head Teacher 1, then MT 2 or HT 2, etc.

SUCCESSION/PROMOTION POLICY		
applied to TEACHING & RELATED-TEACHING ITEMS		
		NO. of ITEMS
SDS	SG-26	1
ASDS	SG-25	1
Chiefs	SG-24	2
EPS 1	SG-22	11
PSDS	SG-22	10
Principal IV	SG-22	
Principal III, MT IV	SG-21	
Principal II, MT III	SG-20	
Principal I	SG-19	
MT 1, HT V	SG-18	
HT IV	SG-17	
HT III	SG-16	



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HT II, SPET III	SG-15
HT I, SPET II	SG-14
Teacher III, SPET I, SPST I	SG-13
Teacher II	SG-12
Teacher I	SG-11

For Non-Teaching – Job Order to ADA IV or VI, ADAS VI to ADAS 1, ADAS 1 to ADAS II or DO, ADAS II to ADAS III or Senior Bookkeeper, ADAS III/SB to ADOF2, / PDO 1 / Registrar, etc.

As cited in the Division Memorandum dated August 16, 2014	
Possible Chain Appointments / Succession Framework	
NON-TEACHING PERSONNEL	
	NO. of ITEMS
Accountant / ITO / SEPS	SG-19
ADOF V, Budget / PO	SG-18
ADOF IV, PDO II, Librarian	SG-15
ADOF II, PDO I, Registrar	SG-11
ADAS III / SRBK	SG-09
ADAS II / DO	SG-08
ADAS I	SG-07
ADA VI	SG-06
ADA IV	SG-04
JO	
CTIs / Others	



PUNCTUALITY
 is the foundation of Excellence.

[Signature]
FELIX ROMY A. TRIAMBULO, CESO V
 Schools Division Superintendent

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