



Republic of the Philippines
Department of Education

OCT 1 0 2012

DepEd ORDER
No. **79**, s. 2012

**IMPLEMENTING GUIDELINES ON THE GRANT OF STEP INCREMENT FOR TEACHERS
WITH SPECIALIZATION IN SCIENCE AND/OR MATHEMATICS**

To: Bureau Directors
Regional Secretary, ARMM
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. For the information, guidance and compliance of all concerned, enclosed is a copy of the National Budget Circular (NBC) No. 531 dated October 27, 2011 entitled *Revised Guidelines on the Grant of Step Increments for Specializing in Teaching Science and/or Mathematics* (Enclosure No. 1).
2. In accordance with Section 8.0 of said Circular, the Department of Education (DepEd) hereby issues the following **Implementing Guidelines on the Grant of Three (3) Salary Step Increments for Teachers with Specialization in Science and/or Mathematics** and computation for corresponding annual budgetary estimates:
 - a. The School Head (SH) shall determine qualified teachers pursuant to Section 5.0 of aforementioned Circular based on the review and evaluation of the following records and documents:
 - i. Approved Appointment;
 - ii. Transcript of Records;
 - iii. Certificates of Trainings completed in Science and/or Mathematics;
 - iv. Individual Teacher's Program indicating daily subject load for the last three (3) school years;
 - v. Performance Rating for the last three (3) school years; and
 - vi. Updated Service Records.
 - b. A teacher to be qualified to the step increment must have been teaching Science and/or Mathematics continuously for the last three (3) school years prior to the cut-off date. As such, qualifiers for the following cut-off periods shall be:

Cut-off Period	Teaching Experience
As of December 31, 2010	SY 2007-2008; SY 2008-2009; and SY 2009-2010
As of December 31, 2011	SY 2008-2009; SY 2009-2010; and SY 2010-2011
As of December 31, 2012	SY 2009-2010; SY 2010-2011; and SY 2011-2012

- c. The SH shall prepare and recommend for approval two (2) separate lists of qualifiers to this benefit for Fiscal Years 2011 and 2012, as shown below, using the *Form A* (Enclosure No. 2). These lists shall be submitted to the Division Office (DO), together with the required supporting documents.

List	Fiscal Year	Qualifiers Cut-Off Period	Salary Step Increment Differential
1	FY 2011	As of December 31, 2010	January 1, 2011 to December 31, 2012
2	FY 2012	As of December 31, 2011	January 1, 2012 to December 31, 2012

- d. Also attached are *Table 1* in Enclosure No. 4 and *Table 2* in Enclosure No. 5 (Salary Differential Schedule for FYs 2011 and 2012, respectively) as reference in the computation of annual budgetary requirements for salary step increment. The 3-step salary increment shall be applied based on the salary received by the teacher as of December 31 of a particular year.
- e. The Division Human Resource Management Officer (HRMO)/ Administrative Officer (AO) shall:
1. Review the entries in *Form A* vis-à-vis the supporting documents submitted and prepare the *Summary Data of Science/Mathematics Teachers Qualified for the Grant of Salary Step Increments* in the elementary and secondary schools using the attached *Form B* (Enclosure No. 3). The accomplished Forms shall be approved by the Schools Division/City Superintendent (SDS);
 2. Prepare the corresponding Notice of Salary Adjustment (NOSA) of qualified teachers to be signed by the SDS using the prescribed template under *Annex A of NBC No. 531*;
 3. Release the original copy of signed NOSA to the teachers concerned, and shall furnish with copies thereof, the DepED-Regional Payroll Services Unit, and the Government Service Insurance System (GSIS), for purposes of integrating their new salary rates in the monthly payroll and service records, respectively, **effective January 1, 2013**; and
 4. Prepare and submit to the Department of Budget and Management Regional Offices (DBM-ROs) the Plantilla of Personnel and Salary Adjustment Details, sample copy in Enclosure No. 6.
- f. On the basis of the approved *Forms A* and *B*, the Division Accountant/Budget Officer-designate shall compute for the monthly and annual funding requirements to implement this salary step increment, including related compensation and fixed expenditure adjustments the Schedules of Salary Step-Increment Differential - *Tables 1 and 2*).
- g. Payment of salary adjustments under these guidelines shall be charged against appropriations for the purpose in the annual General Appropriations Act (GAA) or any available savings of the Division Office (DO) or secondary school. It is understood that payments of salary step increment differentials due to the concerned Science/Mathematics teachers are subject to the corresponding mandatory deductions for Philhealth, Retirement and Life Insurance Premium and Income Tax Return.

- h. In case there are no available savings, SDS/SH of implementing units shall request the DBM-RO for the release of special allotment and cash allocation for the purpose.
- i. For qualifiers beginning FY 2013 (those who qualify as of cut-off date December 31, 2012) and every year thereafter, the SH and the concerned officials involved in this process shall facilitate the immediate issuance of NOSA and the subsequent integration in their monthly payroll, to avoid accumulation of unpaid obligations for salary step increments.
- j. It is emphasized that the grant of three (3) salary steps increment for this purpose is only once. The Division HRMO/AO shall maintain a Registry of Science and Mathematics Teachers already granted the salary steps increment in this regard.

3. Copies of approved Forms A and B, accomplished in MS Excel template format, shall be sent by the SH through email to the Division HRMO who shall then be responsible in furnishing the Division Regional Planning Units with the hard copies of said forms. Electronic copies shall be furnished also to the Research and Statistics Division-Office of Planning Service (RSD-OPS), DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City, **on or before the end of first quarter of each year (March 31)**, for records purposes.

4. The DepEd Central Office and/or Regional Offices shall monitor the proper implementation of this Order.

5. Queries/Clarifications shall be referred to the Management Division (Attention: **Ms. Louisa S. Roberto**) at telephone no.: (02) 633-7248 or send a message through e-mail address: mgtdiv_depedcentral@yahoo.com.

6. All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

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



BR. ARMIN A. LUISTRO FSC
Secretary

Encls.: As stated

References: DepEd Memorandum: Nos.: 203 and 416, s. 2010

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

BENEFITS
FUNDS
LEGISLATIONS
POLICY

SALARY
SCIENCE EDUCATION
TEACHERS



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
Boncodin Hall, General Solano Street, San Miguel, Manila



NATIONAL BUDGET CIRCULAR

No. 531
October 27, 2011

TO : The Department Secretary, Regional Directors, and Schools Division Superintendents of the Department of Education (DepEd), Regional Cabinet Secretary and Schools Division Superintendents of the Autonomous Regional Government in Muslim Mindanao (ARMM), and All Others Concerned

SUBJECT : Revised Guidelines on the Grant of Step Increments for Specializing in Teaching Science and/or Mathematics

1.0 Background

- 1.1 National Budget Circular (NBC) No. 526 dated September 6, 2010 prescribes the guidelines, rules and regulations on the grant of step increments for specializing in teaching Science and/or Mathematics. Said Circular was issued by DBM pursuant to Item (4)(c) of the Senate and House of Representatives Joint Resolution (JR) No. 4, s. 2009 which states that, "...teachers with specialization in Science and Mathematics shall be given three (3) steps higher of his/her assigned grade."
- 1.2 The grant of these step increments serves as an incentive for Teachers to specialize in Science and/or Mathematics, in line with the thrust of giving focus to teaching these subjects as early as in basic education, thereby setting the foundation for critical tooling towards industrialization and improvement of the Philippine's global competitiveness standing.

2.0 Purpose

This Circular is issued to amend the guidelines on the grant of step increments for specializing in Science and/or Mathematics and supersede NBC No. 526.

3.0 Coverage

This Circular covers incumbents of Teacher I, Teacher II, and Teacher III positions in public elementary and secondary schools who specialize in teaching Science and/or Mathematics.

4.0 Exclusions

Excluded from the coverage of this Circular are incumbents of Master Teacher positions in public elementary and secondary schools.

5.0 Policy Guidelines

- 5.1 One-time three (3) salary step increments shall be granted to a Teacher who meets all of the following criteria for qualification:

Particulars	Elementary Level	Secondary Level
Position and Salary Grade	Teacher I, SG-11 Teacher II, SG-12 Teacher III, SG-13	Teacher I, SG-11 Teacher II, SG-12 Teacher III, SG-13
Education	<p>Master of Arts in Education, major in Science or Mathematics Education; or</p> <p>Bachelor of Elementary Education with at least 120 hours Special Training in Science/Mathematics at the international, national, and/or regional level in Teacher training institutions duly recognized by DepEd, including DOST and UP-NISMED; or</p> <p>Bachelor's degree with 18 units in Professional Education with at least 120 hours Special Training in Science/Mathematics at the international, national, and/or regional level in Teacher training institutions duly recognized by DepEd, including DOST and UP-NISMED.</p>	<p>Master of Arts in Education, major in Science or Mathematics Education; or</p> <p>Bachelor of Secondary Education, major in Science or Mathematics; or</p> <p>Bachelor's degree with 18 units in Professional Education, plus Certificate Program for High School Non-Specialist Teachers in Science/Mathematics with minimum rating of 80% or its equivalent.</p>
Teaching Load	At least 4 teaching loads per day, all in Science or all in Mathematics or a combination thereof	At least 4 teaching loads per day, all in Science or all in Mathematics or a combination thereof
Performance Rating	Average rating of Very Satisfactory for the last 3 school years	Average rating of Very Satisfactory for the last 3 school years
Teaching Experience	At least 3 years experience in teaching Science and/or Mathematics as of the end of the last school year	At least 3 years experience in teaching Science and/or Mathematics as of the end of the last school year
Related Training	Continuing professional education-minimum of 40 hours training per year related to Science/ Mathematics, not previously used as basis for promotion through the Equivalent Record Form	Continuing professional education-minimum of 40 hours training per year related to Science/ Mathematics, not previously used as basis for promotion through the Equivalent Record Form

- 5.2 The initial grant of Step Increments for Specializing in Teaching Science and/or Mathematics shall start on January 1, 2011. The next grant for new qualifiers shall be every January 1 of subsequent years.
- 5.3 A Teacher granted Step Increments for Specializing in Teaching Science and/or Mathematics may still qualify for other step increment/s authorized under existing laws, subject to the pertinent guidelines, rules, and regulations.

6.0 Rules for Adjusting Salaries

The following rules shall apply in adjusting the salary of a qualified Teacher:

6.1 Initially Effective January 1, 2011

The actual monthly basic salary of an incumbent Teacher as of December 31, 2010, shall be adjusted to the next three (3) salary steps effective January 1, 2011, but not beyond Step 8. For example, if an incumbent of a position of Teacher I, SG-11, has a monthly basic salary at Step 2, his/her monthly basic salary shall be adjusted to that at Step 5.

6.2 Effective January 1 of Subsequent Years

The actual monthly basic salary of an incumbent Teacher as of December 31 of a particular year shall be adjusted to the next three (3) salary steps effective January 1 of the next year, but not beyond Step 8. For example, if an incumbent of a position of Teacher II, SG-12, has a monthly basic salary at Step 6, his/her monthly basic salary shall be adjusted to that at Step 8.

7.0 Salary Rules Due to Promotion

- 7.1 An incumbent of a Teacher I or Teacher II position who is a recipient of Step Increments for Specializing in Teaching Science and/or Mathematics and is subsequently promoted to continue teaching Science and/or Mathematics in the position of Teacher II, SG-12, or Teacher III, SG-13, respectively, shall be allowed the salary corresponding to Step 4 of the salary grade for the position.
- 7.2 If the actual monthly basic salary in the Teacher I or Teacher II position, inclusive of Step Increments for Specializing in Teaching Science and/or Mathematics, exceeds Step 4 of the position of Teacher II, SG-12, or Teacher III, SG-13, respectively, and falls between two (2) salary steps of the new Teacher position, the monthly basic salary upon promotion shall be that for the higher salary step.

8.0 Procedural Guidelines

- 8.1 The Department Secretary, DepEd, shall immediately cause the issuance of internal guidelines to govern the following:
 - 8.1.1 Selection, evaluation, and approval processes relative to the grant of these step increments to the Teachers concerned in both the DepEd and in the DepEd-ARMM, pursuant to the provisions of this Circular; and

- 8.1.2 Determination of the annual budgetary estimates for the grant of the step increments.
- 8.2 Such internal guidelines shall be used as bases by the DepEd Regional Directors, the Regional Cabinet Secretary of DepEd-ARMM, Schools Division Superintendents, and other officials concerned in the conduct of the selection, evaluation, and approval processes.
- 8.3 Upon approval by the authorities concerned of the list of Teachers qualified to receive the step increments, the Human Resource Management Officer/ Administrative Officer concerned shall prepare the Notice of Salary Adjustment (NOSA) by following the format marked as Annex "A." The Agency Head or his/her authorized representative shall issue the NOSA to the Teacher concerned.
- 8.4 A copy of the NOSA shall be furnished the Government Service Insurance System (GSIS).
- 8.5 The Step Increments granted under this Circular shall be subject to review by the authorities concerned and to appropriate re-adjustment if found not in order. The recipient Teacher shall refund any overpayment received.

9.0 Fund Sources

The amounts required to implement the Step Increments for Specializing in Teaching Science and/or Mathematics, including related compensation and fixed expenditure adjustments, shall be charged against appropriations for the purpose in the annual General Appropriations Act, or any available savings.

10.0 Responsibilities of Agency Heads

- 10.1 The Department Secretary, Regional Directors and Schools Division Superintendents of the DepEd; and the Regional Cabinet Secretary and Schools Division Superintendents of the DepEd-ARMM shall be held responsible for the proper implementation of the provisions of this Circular.
- 10.2 They shall be held liable for any grant of step increments not in accordance with the provisions of this Circular.

11.0 Repealing Clause

NBC No. 526 dated September 6, 2010 is hereby repealed/superseded.

12.0 Effectivity

This Circular shall take effect on January 1, 2011.


FLORENCIO B. ABAD
Secretary

Notice of Salary Adjustment

Date: _____

Mr./Ms. _____

Pursuant to item 8.3 of National Budget Circular (NBC) No. _____ dated _____, 2010, implementing item (4)(c) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, your monthly basic salary as adjusted due to Step Increments for Specializing in Teaching Science and/or Mathematics, effective January 1, _____, shall be as follows:

1. Adjusted monthly basic salary effective January 1, _____, inclusive of _____ () Step Increments under the Salary Schedule in NBC No. _____; SG- __, Step __ P _____
2. Less: Actual monthly basic salary as of December 31, _____; SG _____, Step __ P _____
3. Monthly salary adjustment effective January 1, _____ P _____

This salary adjustment is subject to review and post audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

Agency Head

Position Title: _____
Salary Grade: _____
Item No./Unique Item No., FY _____ Personal Services Itemization
and/or Plantilla of Personnel: _____

Copy Furnished:
GSIS

**LIST OF SCIENCE/MATHEMATICS ELEMENTARY/SECONDARY SCHOOL TEACHERS
QUALIFIED FOR THE GRANT OF SALARY STEP INCREMENTS**

FISCAL YEAR : _____
 REGION : _____
 DIVISION : _____
 SCHOOL DISTRICT : _____
 NAME OF SCHOOL : _____

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	NAME OF TEACHER <i>(1)</i>	EDUCATION AND/OR SPECIAL TRAINING <i>(2)</i>	TEACHING LOAD <i>for SY 2010-2011</i> <i>(3)</i>	PERFORMANCE RATING - <i>last 3 Sys</i> <i>(4)</i>			TEACHING EXPERIENCE <i>(5)</i>	RELATED TRAINING <i>(6)</i>	POSITION AND SALARY GRADE <i>as of the end of the preceding Year</i> <i>(7)</i>	SALARY STEP <i>(8)</i>		FY 2011 FUNDING REQUIREMENTS <i>(9)</i>
				2008-2009	2009-2010	2010-2011				From <i>(8a)</i>	To <i>(8b)</i>	
	Teacher A	MA in Science	4 loads daily - Science	8.30 - VS	8.25 - VS	9.30 - 0	3 years	40 hrs	Teacher II	2	5	PhP11,238.00

NOTES:

- Column 1 - Names of Qualified Teachers
- Column 2 - Highest educational attainment and/or Special Training in Science and/or Math attended at the international, national and/or regional level in Teacher training institutions duly recognized by DepEd, including DOST and UP-NISMED
- Column 3 - No. of teaching loads per day for SY 2010-2011 onwards, all in Science or all in Mathematics or a combination thereof
- Column 4 - Indicate numerical and equivalent adjectival rating
- Column 5 - No. of years of teaching in Science or Mathematics or a combination thereof
- Column 6 - No. of hours of related training in Science and/or Mathematics not previously used as basis for promotion through the Equivalent's Record Form
- Column 7 - Present position and salary grade (Teacher I, II or III) based on the updated Service Records
- Column 8a - Existing Salary Step
- Column 8b - Adjusted Salary Step
- Column 9 - Amount of Salary Differential from January 1 to December 31 of the given year

PREPARED BY: _____

REVIEWED BY: _____

APPROVED BY: _____

SCHOOL HEAD

ADMINISTRATIVE OFFICER/HRMO

SCHOOLS DIVISION SUPERINTENDENT

(Signature Over Printed Name and Designation)

(Signature Over Printed Name and Designation)

(Signature Over Printed Name and Designation)

**SUMMARY DATA ON SCIENCE/MATHEMATICS TEACHERS
QUALIFIED FOR THE GRANT OF SALARY STEP INCREMENTS**

Fiscal Year : _____
 REGION : _____
 DIVISION : _____
 DISTRICT : _____

NAME OF SCHOOL	NUMBER OF QUALIFIED TEACHERS ENTITLED TO 3-STEP INCREMENT																					TOTAL				
	TEACHER I							TEACHER II							TEACHER III											
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7					
A. ELEMENTARY																										
1																										
2																										
3																										
4																										
5																										
B. SECONDARY																										
1																										
2																										
3																										
4																										
5																										
TOTAL																										

PREPARED BY: _____

REVIEWED BY: _____

APPROVED BY: _____

SCHOOL HEAD

 (Signature Over Printed Name and Designation)

ADMINISTRATIVE OFFICER/HRMO

 (Signature Over Printed Name and Designation)

SCHOOLS DIVISION SUPERINTENDENT

 (Signature Over Printed Name and Designation)

Enclosure No. 5 to DepEd Order No. 79, s. 2012

Department of Education

TABLE - 2

GRANT OF SALARY STEP INCREMENTS FOR TEACHERS SPECIALIZING IN SCIENCE AND MATHEMATICS
TABLE 2 - SALARY DIFFERENTIAL SCHEDULE FOR FY 2012

POSITION & SALARY GRADE <i>as of Dec. 31, 2011</i>	SALARY STEP		MONTHLY SALARY - FY 2012				SALARY DIFFERENTIAL AND BONUS DIFFERENTIAL DUE TO TEACHER				GOVERNMENT SHARES				FUNDING REQUIREMENT Jan. to Dec. 2012		
	From	To	From		To (as adjusted)		Per Month		Jan. to Dec. 2012	BONUS 2012	Per Month		Jan. to Dec. 2012	Per Month			
			Jan. to May <i>3rd Tranche</i>	June to Dec. <i>4th Tranche</i>	Jan. to May <i>3rd Tranche</i>	June to Dec. <i>4th Tranche</i>	Jan. to May <i>3rd Tranche</i>	June to Dec. <i>4th Tranche</i>			Jan. to May <i>3rd Tranche</i>	June to Dec. <i>4th Tranche</i>					
Teacher I, SG 11	1	4	17,099	18,549	17,765	19,111	666.00	562.00	7,264.00	562.00	-	12.50	87.50	80	67	869.00	8,782.50
	2	5	17,318	18,735	17,994	19,302	676.00	567.00	7,349.00	567.00	-	12.50	87.50	81	68	881.00	8,884.50
	3	6	17,540	18,922	18,227	19,495	687.00	573.00	7,446.00	573.00	12.50	12.50	150.00	82	69	893.00	9,062.00
	4	7	17,765	19,111	18,464	19,690	699.00	579.00	7,548.00	579.00	12.50	-	62.50	84	69	903.00	9,092.50
	5	8	17,994	19,302	18,703	19,887	709.00	585.00	7,640.00	585.00	12.50	-	62.50	85	70	915.00	9,202.50
	6	8	18,227	19,495	18,703	19,887	476.00	392.00	5,124.00	392.00	-	-	-	57	47	614.00	6,130.00
	7	8	18,464	19,690	18,703	19,887	239.00	197.00	2,574.00	197.00	-	-	-	29	24	313.00	3,084.00
	8	8	18,464	19,690	18,703	19,887	239.00	197.00	2,574.00	197.00	-	-	-	29	24	313.00	3,084.00
Teacher II, SG 12	1	4	18,333	19,940	19,047	20,545	714.00	605.00	7,805.00	605.00	12.50	12.50	150.00	86	73	941.00	9,501.00
	2	5	18,568	20,140	19,291	20,750	723.00	610.00	7,885.00	610.00	12.50	-	62.50	87	73	946.00	9,503.50
	3	6	18,805	20,341	19,541	20,958	736.00	617.00	7,999.00	617.00	12.50	-	62.50	88	74	958.00	9,636.50
	4	7	19,047	20,545	19,793	21,167	746.00	622.00	8,084.00	622.00	-	12.50	87.50	90	75	975.00	9,768.50
	5	8	19,291	20,750	20,050	21,379	759.00	629.00	8,198.00	629.00	12.50	12.50	150.00	91	75	980.00	9,957.00
	6	8	19,541	20,958	20,050	21,379	509.00	421.00	5,492.00	421.00	12.50	12.50	150.00	61	51	662.00	6,725.00
	7	8	19,793	21,167	20,050	21,379	257.00	212.00	2,769.00	212.00	12.50	-	62.50	31	25	330.00	3,373.50
	8	8	19,793	21,167	20,050	21,379	257.00	212.00	2,769.00	212.00	12.50	-	62.50	31	25	330.00	3,373.50
Teacher III, SG 12	1	4	19,658	21,436	20,420	22,086	762.00	650.00	8,360.00	650.00	12.50	12.50	150.00	91	78	1,001.00	10,161.00
	2	5	19,908	21,650	20,682	22,306	774.00	656.00	8,462.00	656.00	12.50	12.50	150.00	93	79	1,018.00	10,286.00
	3	6	20,162	21,867	20,948	22,529	786.00	662.00	8,564.00	662.00	-	12.50	87.50	94	79	1,023.00	10,336.50
	4	7	20,420	22,086	21,219	22,755	799.00	669.00	8,678.00	669.00	12.50	-	62.50	96	80	1,040.00	10,449.50
	5	8	20,682	22,306	21,493	22,982	811.00	676.00	8,787.00	676.00	12.50	-	62.50	97	81	1,052.00	10,577.50
	6	8	20,948	22,529	21,493	22,982	545.00	453.00	5,896.00	453.00	12.50	-	62.50	65	54	703.00	7,114.50
	7	8	21,219	22,755	21,493	22,982	274.00	227.00	2,959.00	227.00	-	-	-	33	27	354.00	3,540.00
	8	8	21,219	22,755	21,493	22,982	274.00	227.00	2,959.00	227.00	-	-	-	33	27	354.00	3,540.00

**PLANTILLA OF PERSONNEL AND SALARY ADJUSTMENT DETAILS
ON THE GRANT OF THREE (3) SALARY STEPS FOR TEACHERS SPECIALIZING IN SCIENCE AND MATHEMATICS**

As of _____

REGION : _____
 DIVISION : _____
 DISTRICT : _____
 SCHOOL : _____

Item No. Unique Item No, FY 2011 Personal Services Itemization and/or Plantilla of Personnel (1)	Position Title (2)	Salary Grade (3)	Salary Step (4)	Actual Monthly Basic Salary as of (5)	Adjusted Monthly Basic Salary Effective (6)	Monthly Salary Adjustment Effective (6)-(5) (7)	Name of Incumbent (8)	Date of Birth (9)	Tax Identification Number (10)	Date of Original Appoint- ment (11)	Date of Last Promotion (12)	Status of Appoint- ment (13)

PREPARED BY: _____

SCHOOL HEAD

(Signature Over Printed Name and Designation)

REVIEWED BY: _____

ADMINISTRATIVE OFFICER/HRMO

(Signature Over Printed Name and Designation)

APPROVED BY: _____

SCHOOLS DIVISION SUPERINTENDENT

(Signature Over Printed Name and Designation)