



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Maralao 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. PEFIANCO
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



Republic of the Philippines
CIVIL SERVICE COMMISSION

OM NO. 67, s. 1997

OFFICE MEMORANDUM

**T O : 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 BPT 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 Offices 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

(Enclosure to DECS Memorandum No. _____ s. 1993)

GUIDELINES FOR THE ADMINISTRATION OF THE PHILIPPINE VALIDATING TESTS

1. What are the Philippine Validating Tests (PVT)

The PVT are intended to validate learnings acquired in various situations under certain circumstances. These tests cover five (5) basic subjects in the school curriculum in the elementary and the secondary levels, namely: Communication Arts (English), Mathematics, Science, Araling Panlipunan and Sining ng Komunikasyon (Filipino). The tests are based on the learning competencies prescribed in the elementary and the secondary school curricula.

2. Who are qualified to take the PVT?

Students who can avail themselves of these tests are:

- 2.1 those who enrolled in schools that operate without DECS Permit. In no case shall these schools be allowed to continue further their operation.
- 2.2 those who dropped out of school by force of circumstances before the end of the school year such as absences caused by illness (duly certified by proper authorities) or for other valid reasons, as long as they passed all the subjects in the first three grading periods.
- 2.3 those who studied in a non-graded school but desire to transfer to the graded type of school.
- 2.4 those who studied under an educational system that is different to that of the Philippines, whether local or foreign.
- 2.5 other special cases deemed meritorious, e.g. children of foreign diplomatic officials and missionaries assigned in the Philippines whose grade/year placement is not covered by existing DECS regulations.

3. How does one apply for the test?

Anybody who is interested shall:

- 3.1 file a written request with the Office of the DECS Regional Director concerned, stating therein the nature of the case, and enclosing supporting papers such as the request/indorsement of the principal of the school where the student intend to enrol/transfer, school records, and medical certificate, in case of illness.
- 3.2 present the endorsement of the Regional Director together with other pertinent papers to the NETRC, DECS, Ultra Complex, Meralco Avenue, Pasig, Metro Manila.
- 3.3 Pay a fee of fifty pesos (P50.00) per grade/year level.

4. When is the test administered?

The test is administered whenever necessary, but preferably during the summer months of April and May. The date is arranged between the prospective examinee and NETRC.

5. When is the test result released?

The test result is released at least one week after the test is administered, by the NETRC. The Office of the Regional Director is likewise furnished a copy.

(Enclosure to DECS Memorandum No. _____ s. 1993)

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