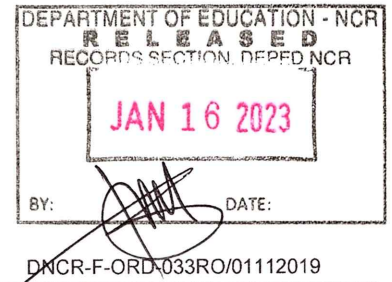




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



MEMORANDUM

No. NCR 020 s. 2023

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **WILFREDO E. CABRAL, CESO III**
Regional Director

SUBJECT : **Senior High School (SHS) Provisional Teachers
DataBase Updating**

DATE : January 13, 2023

1. Enclosed is a copy of Memorandum DM-OUHROD-2023-0048 dated January 11, 2023, relative to the request for the updating of existing database and other details of SHS-Provisional Teachers hired from 2016 onwards in your respective Schools Division, for information and guidance.
2. Said database should be filled-out and be updated on or before January 20, 2023 using regional link at <https://tinyurl.com/SHSProvisional-NCR-SY2022>.
3. For strict compliance.





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND
TEACHER EDUCATION COUNCIL SECRETARIAT

MEMORANDUM

DM-OUHROD-2023- 0048

**TO: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL HUMAN RESOURCE MANAGEMENT OFFICERS
ALL OTHERS CONCERNED**

FROM: GLORIA JUMAMIL-MERCADO
*Undersecretary for Human Resource and Organizational Development,
National Educators Academy of the Philippines, and
Teacher Education Council Secretariat*

**SUBJECT: SENIOR HIGH SCHOOL (SHS) PROVISIONAL TEACHERS
DATABASE UPDATING**

DATE: 11 January 2023

With reference to the existing database of SHS Provisional teachers established in November 2021 as a source of reliable information for the Department's numerous appeals with the Civil Service Commission and the Professional Regulations Commission, the Department through the Bureau of Human Resource and Organizational Development intends to update the existing database with the following objectives:

1. To gather updates on appointment status of existing provisional SHS Teachers in the database;
2. To serve as reference document for future communications or appeals to other concerned agencies (e.g. CSC, PRC, DBM);
3. To track/ monitor number of existing and newly appointed SHS Provisional Teachers.

In view of this, our Office hereby requests all the Schools Division Offices (SDOs) and Regional Offices (ROs) to update the database and other details found in the template for all provisional SHS Teachers hired from 2016 onwards through each regional link in **Annex A**. The templates for each RO and SDO shall be filled-out and be updated on or before January 30, 2023 (Monday).

Accuracy and completeness of the data/information are hereby expected to our encoders in order to maintain the database integrity. In addition, SDO and RO representatives must declare their names and contact details for accountability

purposes should there be any details amiss in the process. Specific instruction on how to fill up the google sheet template in the database is in the attached Annex B. For additional reference, you may access the following orientation recording links:

Cluster	Recording Links
Luzon (Regions I, II, III, IVA, IVB, V, NCR, and CAR)	https://tinyurl.com/OrientationC1-SHSProvisional
Visayas and Mindanao (Regions VI, VII, VIII, IX, X, XI, XII, XIII)	https://tinyurl.com/OrientationC2-SHSProvisional

Should there be any queries or clarifications on the matter, please contact Mr. Siljohn Rey P. Salazar through bhrod.hrdd@deped.gov.ph.

For appropriate action.

Annex A: Google Sheet Link per Region

Region	Google Sheet Link
I	https://tinyurl.com/SHSProvisional-RO1-SY2022
II	https://tinyurl.com/SHSProvisional-RO2-SY2022
III	https://tinyurl.com/SHSProvisional-RO3-SY2022
IV-A	https://tinyurl.com/SHSProvisional-RO4A-SY2022
IV-B	https://tinyurl.com/SHSProvisional-RO4B-SY2022
V	https://tinyurl.com/SHSProvisional-RO5-SY2022
VI	https://tinyurl.com/SHSProvisional-RO6-SY2022
VII	https://tinyurl.com/SHSProvisional-RO7-SY2022
VIII	https://tinyurl.com/SHSProvisional-RO8-SY2022
IX	https://tinyurl.com/SHSProvisional-RO9-SY2022
X	https://tinyurl.com/SHSProvisional-RO10-SY2022
XI	https://tinyurl.com/SHSProvisional-RO11-SY2022
XII	https://tinyurl.com/SHSProvisional-RO12-SY2022
NCR	https://tinyurl.com/SHSProvisional-NCR-SY2022
CAR	https://tinyurl.com/SHSProvisional-CAR-SY2022
CARAGA	https://tinyurl.com/SHSProvisional-RO13-SY2022

Annex B: Instructions on Updating Google Sheet Template

Instructions
1. This sheet will provide detailed instructions on how the succeeding sheets should be updated and
2. The database has two (2) areas for validation:
<p>Area 1: Regional Summary of Senior High School Provisional Teachers</p> <p>Area 2: List of Senior High School Provisional Teachers per SDO</p>
3. Each RO shall have a designated sheet (Area 1_RO) wherein the required total numbers of SHS Provisional Teachers shall be provided. ROs shall have access to all SDO sheets for consolidation and monitoring purposes of the total numbers of SHS Provisional Teachers in each SDO. Please note that we shall request the names, positions and working office contact information of the assigned encoders from each Regional Office (RO)/School Division Office (SDO).
4. For Area 1_RO: Regional Summary of Senior High School (SHS) Provisional Teachers <p>a. In Column C, the RO encoder shall review and cross-match the Total Number of Provisional Teachers Hired since SY 2016-2017, while the Total Number of Provisional Teachers Hired in SY 2022-2023 shall be summarized in Column J.</p> <p>b. Proceed with Columns K to M to provide the updated details (<i>name, position, and working office contact number</i>) of the RO and SDO encoders. For the details of SDO encoders, you may check and copy the details from the respective SDO sheets (Rows 7-8).</p>
5. For Area 2_SDO: List of Senior High School Provisional Teachers per SDO <p>a. In Columns B to G, each SDO encoder shall review if existing list of SHS Provisional Teachers is still up-to-date. SDO encoders may insert additional rows if there are newly appointed/hired SHS Provisional Teachers who are not yet included in the list. Please ensure to indicate the following information:</p> <p>a.1. Name of Provisional Teacher</p> <p>a.2. Date of Appointment</p> <p>b. SDO encoder is required to provide information in Column H as to the current employment status of the SHS Provisional Teachers reflected in the list. If the existing SHS Provisional Teachers were renewed/reappointed in SY 2022-2023, the SDO encoder shall indicate the date of appointment of the said teachers; otherwise, please indicate NR (not renewed).</p> <p>c. For SHS Provisional Teachers which are already terminated and tagged as NR, please indicate (a.), (b.), or (c.) in the Column I, in reference to the following legends:</p> <p>a. Non-conformity with CSC conditions per CSC Resolution No. 2100451 (applicable for 2016 hirees only)</p> <p>b. Availability of LEPT applicants (applicable for hirees in 2017 onwards)</p> <p>c. Other reasons for fall-out e.g. Permanent hiring, A/wOL, Resigned, Terminated, Death</p> <p>d. Double-check the dates are formatted on mm/dd/yyyy format and to ensure that the formula was able to capture the dates encoded on row 1?</p>
6. SDO encoder is also required to provide information in relation to the LEPT status of the SHS Provisional Teachers: <p>a. In Column L, please provide the date of the most recent LEPT attempt or taken by the SHS Provisional Teacher</p> <p>b. In Column M, please provide the PRC-generated LEPT Examination Application Number from the most recent LEPT attempt or taken, if available</p> <p>c. in Column N, please provide the upcoming LEPT schedule and the Date of Exam and Notice of Application (if available) if the SHS Provisional Teacher is able/will be able to take the LEPT in 2022/2023.</p>
7. Update and adjust previously encoded date of appointments in accordance to the new format (mm/dd/yyyy) if certain requirements/information do not apply, just put N/A in the cells.
8. This tool is expected to be accomplished on or before 16 January 2023 (Monday) . After this date, the BHRDD-HRDD will finalize all accomplished templates from the RO and take down the access of the online tool. Subsequently, the consolidated data of the SHS Provisional Teachers shall be used as reference for future correspondence with the Professional Regulations Commission (PRC) and/or Civil Service Commission (CSC).
9. Please send your questions, clarifications and need for assistance to bhrod.hrdd@deped.gov.ph with the subject line: Updated List of SHS Provisional Teachers of (RO/SDO) .

Please be guided accordingly. Thank you so much