



Department of Education  
Region V  
DIVISION OF CAMARINES SUR  
Freedom Sports Complex, San Jose, Pili, Camarines Sur



November 27, 2017

**Division Memorandum**

No. 395, s. 2017

**WORKSHOPS ON DEPLOYMENT OF TEACHER I FOR KINDER-GRADE 6 FOR SCHOOL YEAR 2017-2018 (3<sup>rd</sup> Batch)**

To: Asst. Schools Division Superintendent  
Chief of CID and SGOD  
Public Schools District Supervisors  
Heads of Public Elementary Schools

1. In order to fast track the hiring of the Kinder-Grade 6 teachers, division workshops shall be conducted at the **Division Office Conference Hall** on the following schedules:
  - i. **Workshop 1 Preparation of teacher deployment plan- Dec. 14, 2017  
1:00 pm**
  - ii. **Workshop 2 Orientation on the preparation of appointment papers – Dec. 18, 2017 – 1:00 pm**
2. The workshop aims to:
  - i. recommend the qualified teachers for the vacant new items based on the Registry of Qualified Applicants per DepEd Order No. 22, s. 2016.
  - ii. prepare district deployment plan following the prescribed guidelines.
  - iii. prepare and submit the school recommendations of new teachers for school year 2017-2018 based on the approved deployment plan.
  - iv. prepare and submit the appointment papers following the given guidelines.
3. The participants of Workshop are :
  - i. Workshop I - Preparation of Teacher Deployment- **SCHOOL HEADS with new items** (The list of school heads is found in Enclosure No. 1 of this Memorandum).
  - ii. Workshop 2 - Preparation of Appointment Papers – Recommended **TEACHER-APPLICANTS** listed in the approved teacher deployment plan. School Heads shall be responsible in informing the teachers they have recommended.
4. The following DepEd Officials and personnel shall act as facilitators:
  - a. Dolores Q. Mapusao, ASDS
  - b. Gina A. Valenciano, HRMO
  - c. Eden Macandog
  - d. Gemma Dizon
5. Teacher-Participants for workshop 2 are advised to bring pencils and their application documents for ready reference.
6. The transportation expenses of school heads shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this Memorandum is directed.

**ARNULFO M. BALANE, CESO VI**  
Schools Division Superintendent