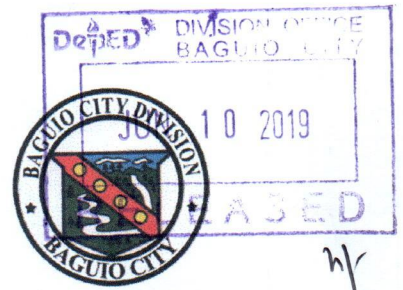




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
#82 Military Cut-Off, Baguio City
Tel. No.: 446-6138 Fax: (074) 442-7819



DIVISION MEMORANDUM

No. 237, s. 2019

To: All Public Schools District Supervisors
All Schools Heads
Other Personnel Concerned

Date: June 10, 2019

Subject: **Recommending Substitutes**

1. In relation to the bulk of teachers going on leave, it has come to the attention of this office that some of the recommended substitute teachers do not fit the needed specialization for the specific grade level to be substituted. e.g., elementary substitute teachers are being recommended to fill viz-a-viz a Kindergarten teacher. Kindergarten is a vital foundation for the next grade level. Hence teachers specializing in the said area must be prioritized.
2. For strict compliance.


FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent