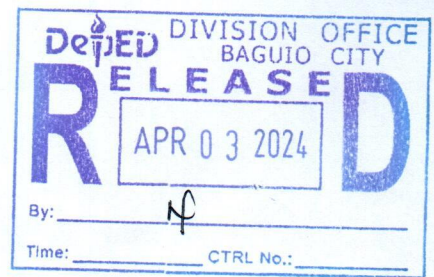




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



April 2, 2024

DIVISION MEMORANDUM

No. **216-2024**

**GUIDELINES AND PROCEDURES FOR HIRING AND COMPENSATING  
SUBSTITUTE TEACHERS**

To: All Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public School Heads  
Others concerned

1. To ensure continuous delivery of basic education services, particularly during extended absences of regular teachers, this office has established the following guidelines and procedures for the hiring and compensation of substitute teachers:

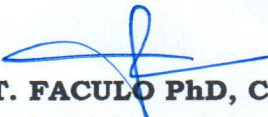
**A. Hiring**

- a. The school head shall request and recommend the hiring of a substitute teacher from the Registry of Qualified Applicants (RQA), specifying the following details: (1) Name of the Recommended Candidate, (2) Rank and Total Points, (3) Name of the Incumbent Teacher on Leave, (4) Duration of Leave, and (5) Grade Level/Subject Taught.
- b. The request shall be received by the Schools Division Office - Records Unit and forwarded to the Budget Section for certification of fund availability for Kinder to Grades 1-3 level. For Grades 4-12 level, it shall be forwarded to the School Governance and Operations Division (SGOD) for verification of teaching loads through the e-SF7, and for consideration of hiring a substitute teacher if necessary.
- c. The Budget Section shall forward the request to the Personnel Unit for appropriate action, processing the appointment if certified regarding fund availability, or taking no action if a substitute is deemed unnecessary. A reliever teacher or a teacher with less than six (6) hours of teaching load must handle the classes of the teacher on leave.
- d. The Personnel Unit shall inform the respective school head of the action taken. ***School heads must await approval or notification from the Personnel Unit before the substitute teacher reports; otherwise, they are responsible for paying the remuneration of the substitute.***
- e. If there is a need to hire two or more substitutes for a particular period at the same school, justification shall be included in the request.

**B. Compensation**

- a. A substitute teacher is compensated through daily attendance reporting and shall receive a salary equivalent to SG 11 Step 1.
- b. The teacher must submit documentary requirements, such as two (2) copies of the Daily Lesson Log (DLL)/accomplishment report and Daily Time Record (DTR), duly signed by the School Head, before the processing of salary.
- c. The required documents must be submitted every 2<sup>nd</sup> working day of the succeeding month.

2. For guidance and compliance.

  
**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC - Schools Division Superintendent

