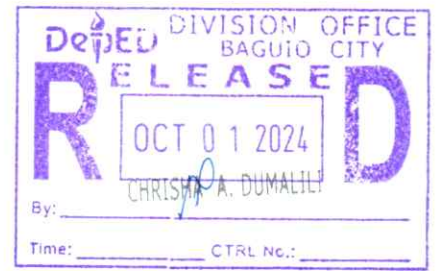




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



01 October 2024


**DIVISION MEMORANDUM**

No. **548-2024**

**ADDENDUM TO DIVISION MEMORANDUM 216, S. 2024 TITLED GUIDELINES  
AND PROCEDURES FOR HIRING AND COMPENSATING SUBSTITUTE  
TEACHERS**

To : OIC-Assistant Schools Division Superintendent  
CID and SGOD Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Administrative Officer II  
All Others Concerned

1. This is to inform the field that all public schools requesting for substitute teacher must submit an updated School Form 7 (School Personnel) together with their request letter. However, pending the release of the eSF7 that is MATATAG-aligned, the Planning and Research Section will accept the Teacher's Program provided it was duly reviewed and signed by the Public Schools District Supervisor.
2. All other provisions of Division Memorandum 216, s. 2024 is still in effect.
3. Immediate and wide dissemination of this Memorandum is required.

  
**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent