



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



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Office of the Schools Division Superintendent

**Division Memorandum**

No. 115, s. 2021


TO: **ALL SCHOOL HEADS**

SUBJECT: **SUBMISSION OF RECOMMENDATION FOR SUBSTITUTION**

DATE: **April 26, 2021**

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1. It was observed that late submission of Recommendation for Substitution from the field causes late processing of appointment of the substitute. Thus, all school head are required to submit **Recommendation for Substitution** at least 1 week before its effectivity. In cases of Sick Leave or other unforeseen circumstances, submit the recommendation at least a day after the effectivity of the leave of absence of the incumbent teacher.
2. It is advised that you recommend at least 3 applicants coming from the Registry of Applicants for the current school year and, those applicants who are not currently under contract of service or employed in another school.
3. It is further advised to wait for the approval of the Recommendation before the substitute will report to his/her station.
4. For information and compliance.

  
**IRENE S. ANGWAY PhD, CESO VI**  
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