



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region I  
**SCHOOLS DIVISION OFFICE**  
 DAGUPAN CITY



**DIVISION MEMORANDUM**

No. 327, s. 2019

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Administrative Officers  
 School Heads  
 Teachers

**RELEASED**  
 DEPED  
 DATE: 9-27-19  
 BY: [Signature]  
 TMS270

FROM: **Office of the Schools Division Superintendent**

DATE: September 25, 2019

SUBJECT: **PRESCRIPTIVE PERIOD IN REQUESTING A SUBSTITUTE TEACHER**

This Division sets the prescriptive period of ten working days in requesting a substitute teacher.

The request shall be submitted to the Division HR Office for a minimum of 10 working days prior to the leave of the teacher. Request will not be granted if submitted less than the prescribed period.

Immediate dissemination of the contents of this memorandum is highly desired.

*[Signature]*  
**MARIA CELIA JUNIO FERNANDEZ, Ed. D.**  
 Schools Division Superintendent

DEPED  
**RECEIVED**  
 DATE: 9/27/19  
 TIME: 1:00 pm  
 EYNANTE B. INFANTE  
 IT OFFICER I