



**Republic of the Philippines**  
Department of Education  
**Region VII – CENTRAL VISAYAS**  
**SCHOOLS DIVISION OF BOHOL**

**Office of the School Division  
Superintendent**

August 14, 2023

DIVISION MEMORANDUM  
No. 0370, s. 2023

**DISSEMINATION OF THE GUIDELINES ON THE HIRING OF  
PROVINCIAL PAID TEACHERS**

TO: Assistant Schools Division Superintendents  
Chiefs SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors/OIC-PSDSs  
Elementary & Secondary School Principals/School Heads  
All Others Concerned

1. Attached is a copy of the Guidelines on the Hiring of Provincial Paid Teachers from Provincial School Board for the information and guidance of all concerned.
2. Immediate and wide dissemination of these guidelines is highly directed.

  
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**PROVINCIAL SCHOOL BOARD**

**GUIDELINES ON THE HIRING OF PROVINCIAL PAID TEACHERS**

**I. BACKGROUND**

The Provincial Government of Bohol in collaboration with the Department of Education-Bohol Division, through the Provincial School Board, has allocated a budget of Six Million Pesos (P6,000,000.00) from the 2023 Special Education Fund for the hiring of Provincial Paid Teachers to address the lack of instructional manpower in identified schools.

**II. LEGAL BASIS**

Hiring Provincial Paid Teachers is based on section 4.1.1.1 of the DBM, DILG, and DEPED Joint Circular no. 1, s. 2017.

"Payment of compensation/allowances of teachers locally hired in elementary and secondary schools identified to have shortages per the teacher deployment analysis of DepEd; the rates of compensation/allowances shall be determined by the LSB based on funds available, but not to exceed the salary schedule being implemented by the local government unit (LGU) concerned: Provided, that for the purpose of hiring teachers chargeable against the SEF, the LSB in each province, city or municipality shall utilize the list found in the Registry of Qualified Applicants (RQA);"

**III. QUALIFICATIONS**

Applicants for Provincial Paid Teachers must be listed in the Registry of Qualified Applicants of DepEd Bohol Division. For specific qualifications, please refer to existing memos and guidelines for the RQA.

**IV. MODE OF EMPLOYMENT AND COMPENSATION**

Provincial Paid Teachers shall be hired through a Contract of Service (COS) with a monthly rate of P15,000.00. The hiring process will be guided by existing rules and regulations released by the CSC-COA and DBM.

**V. PRIORITY SCHOOL**

Priority shall be given to the following categories of public secondary schools:

1. Schools identified to have manpower shortage based on the teacher deployment analysis of DepEd.
2. Newly opened public secondary schools.

## **VI. NUMBER OF SLOTS**

The number of available slots for Provincial Paid Teachers will depend on the Availability of Funds as approved by the Provincial School Board.

## **VII. HIRING PROCESS**

1. The School Principal should submit a letter of request to the Governor for a Provincial Paid Teacher Slot. These requests will be consolidated and sent to the Education Development Center (EDC).
2. The EDC will verify the necessity of the requests with the DepEd Bohol Division.
3. The verified list will be sent back to the Governor for approval.
4. The EDC will accept applications along with specific requirements, including an Application Letter addressed to the Governor, a duly filled-up Personal Data Sheet (PDS), a photocopy of PRC ID, Voter's Certification, and proof of inclusion in the Latest RQA list of DepEd Bohol Division.
5. The EDC will consolidate and forward the list of qualified applicants for approval by the Governor.
6. The EDC will handle the processing of documents to complete the hiring process.

## **VIII. DISCLAIMER**

Being hired as a Provincial Paid Teacher (PPT) does not guarantee a permanent plantilla position in DepEd. The process for obtaining a permanent position is different and separate, although the experience gained as a PPT may earn corresponding points for application OF permanent position.

  
**MR. JAYPEE IAN L. MORGIA**  
Secretary, Provincial School Board