



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

Office of the Schools Division Superintendent

May 6, 2025

DIVISION MEMORANDUM

No. 278 s. 2025

**DISSEMINATION OF REVISED GUIDELINES FOR HIRING PROVINCIAL
PAID TEACHERS**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/Acting PSDS
Public Elementary and Secondary School Heads
All Others Concerned

1. Enclosed is "**Revised Guidelines for Hiring Provincial Paid Teachers**" which is self-explanatory.
2. For your information, guidance and strict compliance.


FAY C. LUAREZ EdD, PhD-TM, CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

SDS/ASDS/Administrative/jsa

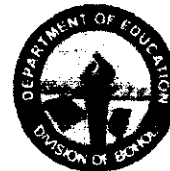


Address:
Telephone:
Email:



Barangay Cogon,
Bohol
7080
deped.gov.ph





PROVINCIAL SCHOOL BOARD

REVISED GUIDELINES FOR HIRING PROVINCIAL PAID TEACHERS

I. BACKGROUND

The Provincial Government of Bohol, in collaboration with the Department of Education (DepEd) Bohol Division through its Provincial School Board (PSB), has allocated a budget from its Special Education Fund. This funding is intended to hire Provincial Paid Teachers (PPTs) to address teacher shortages and augment the workforce in the DepEd Division of Bohol.

II. LEGAL BASIS

The hiring of Provincial Paid Teachers is in accordance with Section 4.1.1.1 of the Department of Budget and Management (DBM), Department of Interior and Local Government, and DepEd Joint Circular No. 1, s. 2017. This provision allows for the payment of compensation and allowances for locally hired teachers in elementary and secondary schools identified to have shortages, as determined by DepEd's teacher deployment analysis. The compensation rates shall be set by the Local School Board based on available funds, ensuring they do not exceed the salary schedule implemented by the concerned Local Government Unit (LGU). The hiring process shall utilize the list found in the Registry of Qualified Applicants (RQA).

III. QUALIFICATIONS

Applicants for PPTs must be included in the RQA of the DepEd Bohol Division. Additional qualifications may apply therefore subsequent issuance of DepEd in the RQA.

IV. MODE OF EMPLOYMENT AND COMPENSATION

- Employment Type: **Contract of Service (COS)**
- Monthly Rate: **₱15,000.00**
- Employment must adhere to existing rules and regulations issued by the Civil Service Commission, Commission on Audit, and DBM.

V. PRIORITY SCHOOLS

Priority will be given to:

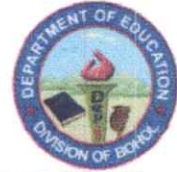
1. Public schools identified to have shortages based on DepEd Bohol Division's teacher deployment analysis.
2. Newly opened public schools.

VI. NUMBER OF AVAILABLE POSITIONS

The number of slots for PPTs will depend on the **availability of funds** as approved by the PSB.

VII. HIRING PROCESS

A. SLOT REQUEST AND APPLICATION



PROVINCIAL SCHOOL BOARD

1. Determination of Available Slots

- The Education Development Center (EDC) will inform DepEd Bohol Division of the number of available slots based on the approved budget.

2. Request for Slots by Schools

- School Principals or Public-School District Supervisors (PSDS) must submit a formal **Request Letter** addressed to the Schools Division Superintendent (SDS) to request a PPT slot.
- The SDS shall prioritize schools with high **Teacher-Pupil Ratios (TPR)** and newly opened schools.

3. Application Process

- Qualified applicants must submit their application directly to the SDS, along with the following documents:
 - Application Letter addressed to the SDS
 - Duly filled **Personal Data Sheet (PDS)**
 - Photocopy of **PRC ID**
 - **Voter's Certification**
 - Proof of inclusion in the **Latest RQA List** of DepEd Bohol Division
- Applicants must meet the minimum qualifications before being considered for the position.

B. ENDORSEMENT AND APPROVAL

1. The SDS will endorse the list of schools to be assigned with a PPT and the corresponding list of recommended teachers to the Office of the Governor for approval.
2. Once approved by the **Governor**, the list will be forwarded to **EDC** for contract processing.

VIII. DISCLAIMER

1. Being hired as a **PPT** does not guarantee a permanent plantilla position in DepEd. The hiring process for permanent positions follows a separate set of rules and procedures. However, experience as a PPT may earn corresponding points for applications for permanent positions in DepEd
2. If a **PPT is hired for a permanent teaching position** in DepEd Bohol Division, the slot they vacate is **not guaranteed to be reassigned to the same school**. The redistribution of slots will depend on the reassessment of teacher shortages and the priorities set by DepEd Bohol Division and PSB.



PROVINCIAL SCHOOL BOARD

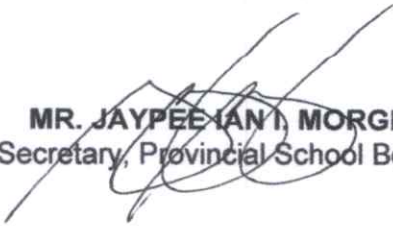
IX. EFFECTIVITY

This guideline shall take effect immediately after approval.

X. APPROVAL

Approved this 24th day of April 2025 during the Provincial School Board Meeting.

Certified Correct:


MR. JAYPEE IANI MORGIA
Secretary, Provincial School Board

APPROVED:


DR. FAY C. LUAREZ
OIC-Schools Division Superintendent
PSB Co-Chairperson

ERICO ARISTOTLE C. AUMENTADO
Governor, Province of Bohol
PSB Chairperson