



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

**Office of the Schools Division Superintendent**

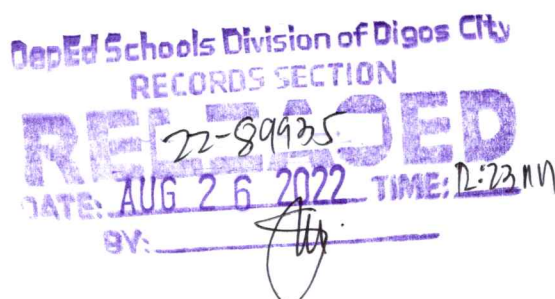
**DIVISION MEMORANDUM**  
No. 555 s. 2022

**August 23, 2022**

**SUPPLEMENTARY INFORMATION RELATIVE TO THE APPOINTMENT OF  
TEACHER I FOR ELEMENTARY LEVEL FROM THE REGISTRY OF  
QUALIFIED APPLICANTS FOR S.Y. 2022-2023**

To: **SCHOOL HEADS**

1. This is in relation to the recently signed and posted results of the Registry of Qualified Applicants for School Year 2022-2023, for Elementary, Secondary-Junior High School, and Secondary-Senior High School level, respectively.
2. **Locality**, as defined in Par. 3.3 of DepEd Order No. 15, s. 2015 or the **Hiring Guidelines for Teacher I positions effective SY 2015-2016**, refers to the **barangay, municipality, city or province where the school being applied for is located.**
3. For elementary level, in the event that, there is no qualified applicant in the barangay where the school with vacancy is located, or all the applicants listed have been appointed and deployed to their respective stations, the city-wide or the overall ranking shall be followed. The applicant who is next in rank, regardless of his residency, shall be informed or asked whether to accept the proposed appointment or to decline through a waiver to be provided by the Human Resource Management Office signifying his intent to waive and his willingness to wait for another item in a school within or nearest to his residence.
4. Further, the Human Resource Management Office is instructed to draft the template or form containing the intent of the applicant to accept or to decline the item offered, subject for the undersigned's approval. Once approved, this form shall be attached to the Report on Vacancy and Assignment as one of the documentary bases of the appointing authority prior to the signing of the report.
5. For your information.



  
**CRISTY C. EPE**  
Schools Division Superintendent