



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

OFFICE MEMORANDUM
No. 033, s. 2026

AUG 12 2026

**REITERATION ON THE COMPLETION OF THE PROCESSING OF TEACHER
APPOINTMENTS, ALLOTMENTS, AND PAYMENT**

To: Assistant Schools Division Superintendent
Administrative Officer V
Finance Unit Head
Budget Unit Head
Payroll Unit Head
Cash Unit Head
All Others Concerned

1. In line with the Office Memorandum titled "Completion of the Processing of Teacher Appointments, Allotments, and Payment", the Administrative Officer V is directed to monitor all concerned units and submit, on or before July 30, 2026, a status report for the processing of the following appointments:
 - a. Teachers and School heads with approved Notice of Organization, Staffing and Compensation Action (NOSCA) under the Expanded Career Progression;
 - b. Teachers appointed to newly created plantilla positions; and
 - c. Substitute teachers.
2. Also, as stipulated in the cited Office Memorandum, the reminder is given that any unjustified delay, negligence, or failure to act with the needed processes shall be dealt with accordingly and may subject the personnel responsible to appropriate administrative action in accordance with existing Civil Service Commission and Department of Education rules and regulations.
3. Immediate and strict compliance with this Memorandum is hereby directed.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 