



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

May 23, 2023

DIVISION MEMORANDUM

No. 10 s, 2023

**TIMELINE ON THE SUBMISSION AND PROCESSING OF APPOINTMENTS FOR  
SUBSTITUTE TEACHERS FOR TEACHERS WHO FILED MATERNITY LEAVE**

To: Assistant Schools District Superintendent  
Public Schools District Supervisors/Principals-in-Charge  
Human Resources Management Office  
School Heads  
Administrative Officers  
Other concerned

1. DepEd Order No. 29, s. 2007 dated January 12, 2007, mandates School Administrators to hire substitute teachers in place of teachers who go on maternity leave so as not to hamper and adversely affect the quality of instruction and learning.
2. Republic Act No. 11210 otherwise known as the 105-Day Expanded Maternity Leave Law requires that an application for maternity leave must be filed with the agency the soonest, preferably thirty (30) days before the expected delivery date of the female employee. In emergency cases, the application for maternity leave may be filed immediately after the emergency.
3. RA 11210 further, requires that an application for extended maternity leave must be filed with the agency at least forty-five (45) days before the end of the 105 days maternity leave. In case of a medical emergency, subsequent notice shall be submitted.
4. In consonance with the above rules and law, and to allow ample time for processing of appointments of substitute teachers, School Heads, Administrative Officers and the Human Resource Management Office are hereby directed to submit and process, request for substitute teachers due to maternity leave **at least thirty (30) days before the expected deliver date of the female employee, and in case of extension at least forty-five (45) days before the end of the 105 days maternity leave.** Violation of this memorandum shall be dealt with accordingly.
5. Immediate dissemination of and strict compliance with this memorandum is desired.

**RELEASED**

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**GAUDENCIO C. ALJIBE, JR, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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