



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division Superintendent

October 16, 2024


DIVISION MEMORANDUM

No. 990, s.2024

SUBMISSION OF REPORT ON VACANCY

To: **Public Elementary School Heads**
Public Secondary and Integrated School Heads

1. All public school heads are hereby informed that starting **November 1, 2024**, all vacancies within your respective schools shall be reported within 10 days after the effectivity of the vacancy using the attached prescribed form.
2. Moreover, **Report of Vacancy (ROV)** should be accompanied with an **updated School Form 7**. This is crucial to accurately allocate teachers and staff to meet the needs of the school.
3. The soft copy of the prescribed form can be accessed through this link <https://tinyurl.com/rovddo>
4. For your information and guidance.


PHOEBE GAY L. REFAMONTE, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent





Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DAVAO DE ORO

REPORT ON VACANCY (ROV) OF TEACHER I POSITION
(THIS PORTION MUST BE FILLED UP BY THE SCHOOL HEAD)

Date of Vacancy		
Reason of Vacancy	Retirement	
	Resignation	
	Transfer	
	Death	
	Others	specify reason if others
Current Station		
District:		
School:		
***For JHS/SHS Specialization		

Teachers	Teachers in the learning area	Remarks

Reported by
(Name and Signature of the School Head)

Date Signed:

Teacher Need Analysis

(THIS PORTION WILL BE FILLED UP BY THE PLANNING OFFICE)

Current Station				
Teacher Need	No. of Existing Teachers	Excess	Lacking	Remarks

Receiving Station

Name of School				
Name of District				
Teacher Need	No. of Existing Teachers	Excess	Lacking	Remarks

Recommendation from the planning office based on Teacher Needs Analysis

Teacher I Item be retained to the current station	
Teacher I Item be transferred to another station	
Remarks	

Checked by:

SHIELA CAMBUNGA
Planning Officer
Date Signed:

RECOMMENDED APPOINTEE BASED ON THE REGISTRY OF QUALIFIED APPLICANTS

(THIS PORTION WILL BE FILLED UP BY THE ADMINISTRATIVE OFFICE)

Level Applied	
Rank in the RQA	
Status of the applicants ranked higher than the proposed appointees	

List of MOVs attached as justification to the higher ranks not proposed as appointees

--

Checked by:

NORBERTO S. MANLANGIT

Administrative Officer IV

Date Signed:

Recommendation from the ASDS based on the evaluation:

Recommended for Appointment	
Disapproved for Appointment	
Remarks	

Recommending Approval

EMMA A. CAMPOREDONDO

Assistant Schools Division Superintendent

Date Signed:

Approval from the SDS based on the evaluation:

Approved for appointment	
Disapproved for appointment	
Remarks	

Approved:

PHOEBE GAY L. REFAMONTE

OIC-Schools Division Superintendent

Date Signed: