



DEPED-TAY-DM-OSDS-19- 236

**TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
HEADS, UNIT/SECTION
ALL OTHERS CONCERNED**

FROM : CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

SUBJECT : DIVISION GUIDELINES ON TEACHER VOLUNTEERS

DATE : AUGUST 5, 2019

These implementing guidelines are hereby issued to support teacher volunteers in the City Schools Division of the City of Tayabas:

A. On Teacher's Voluntary Service

1. A teacher may at any time apply to render voluntary services to any public elementary or secondary school.
2. Eligible teacher volunteers are given preference over teacher volunteers without eligibility.
3. Teacher volunteers shall only be allowed to perform related tasks and shall in no time be left alone to teach any class.

B. On School Need/s for Teaching-related Services

The school head shall

1. certify for the need for additional services that may be rendered by the volunteer teacher.
2. evaluate if the teacher volunteer is fit for the voluntary work being applied for.
3. endorse the application of the teacher volunteer to the office of the superintendent indicating the grade level, subject area, scope of voluntary work to be given and the inclusive dates for the voluntary work to be rendered.
4. receive the approval of the Office of the SDS for the request of the teacher volunteer to render services.



C. On the Approval of the Voluntary Services

The Office of the Schools Division Superintendent shall

1. approve the application of the teacher to render voluntary services to a particular school upon the endorsement of the school head.
2. receive the accomplishment report of the teacher volunteer and the work performance rating given by the school head at the end of the voluntary work.
3. issue certification for the services rendered after the voluntary work.

D. On Monitoring and Evaluation

1. The school Governance Operation Division shall monitor, review and evaluate the activities in which the teacher volunteer/s has/have been involved during the duration of the voluntary services.

E. On Rewards and Incentives

1. The teacher volunteer shall be given points for the voluntary services rendered subject to the existing guidelines stipulated in D.O. No.7, s. 2015 particularly item no. 7.2.

For immediate dissemination and compliance of all concerned.

