



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

361
DEP-ED SDO N.E.
RELEASED
OCT 24 2022

RECORDS SECTION

17 October 2022

DIVISION MEMORANDUM
No. 361, s. 2022

PROBATIONARY PERIOD OF THE NEWLY APPOINTED APPOINTEES

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Principals/Head Teachers
All Others Concerned

1. Pursuant to the Omnibus Rules on Appointments and Other Human Resource Actions and to the Agency's Merit Selection Plan, original appointments in the career service with permanent status of appointment shall undergo a probationary period for a thorough assessment of the appointee's performance and character. The duration of the probationary period shall be generally six (6) months to a maximum of one (1) year, as required by the position, to be determined by the appointing authority.
2. Teachers with permanent appointment shall be exempted from undergoing probationary period pursuant to Section 4 of Republic Act No. 4670 otherwise known as the Magna Carta for Public School Teachers.
3. Using the Individual Performance and Commitment Review (IPCR) Form, the performance targets and work output standards of a probationer shall be set, agreed upon and duly signed by the probationer, the immediate supervisor (rater), and the Head of Office within five (5) calendar days upon the appointee's assumption of duty. This shall be the basis for the review and monitoring of employee performance during the probationary period, with specific modifications as follows:
 - The immediate supervisor (rater) shall regularly gather feedback on the appointee's performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee's performance, using the prescribed Performance Monitoring and Coaching Form (PMCF);
 - The performance appraisal/evaluation shall be done at least twice during the probationary period and within every three (3) months or six (6) months, depending on the duration of the probationary period, as required by the position
 - The performance review shall be conducted within 10 calendar days before the end of every rating period during the probationary period;
 - The performance evaluation report as evidenced by the employee's IPCR Form duly signed by the immediate supervisor (rater) shall be reviewed and certified by the Head of Office, for onward submission to the HRMO on or before the last day of the final evaluation period.
4. The services of the appointee can be terminated for unsatisfactory conduct or want of capacity before the end of the second performance review, depending on the duration of the probationary period.
 - Unsatisfactory conduct or behavior refers to the failure of the appointee to observe propriety in their acts, behavior and human/public relations, and to irregular punctuality and attendance while performing their duties and responsibilities during the probationary period.



Address: Brgy. Rizal, Santa Rosa, Nueva Ecija 3101
Telephone No.: (044) 940 3121
Email: nueva.ecija@deped.gov.ph
Facebook Page: DepEd SDO Nueva Ecija
Webpage: www.deped-ne.net.ph



- Want of capacity refers to the failure of appointee to perform the duties and responsibilities during the probationary period based on the standards of work outputs agreed upon and reflected in the duly signed performance targets despite the developmental intervention provided by the immediate supervisor.
5. The appointee shall be issued a Notice of Termination of Service by the appointing authority within 15 calendar days immediately after it was proven that the appointee demonstrated unsatisfactory conduct or want of capacity before the end of the second *performance review*.
 6. The Notice of Termination of Service shall be executory after 15 calendar days from receipt of the appointee concerned and may be appealed to the CSC RO concerned within 15 calendar days from receipt of the notice.
 7. If no Notice of Termination of Service is given before the expiration of the probationary period, the probationer becomes a regular employee of the agency.
 8. Immediate dissemination and compliance of this Memorandum is desired.


JESSIE D. FERRER, CESO V
Schools Division Superintendent

Encl.: As stated

References: DepEd Order 19, s. 2022

To be indicated in the Perpetual Index

Under the following subject:

PROBATIONARY
APPOINTEES

DM2022: Probationary Period of the Newly Appointed Appointees
1-3-2/RBG 10-20-2022