



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

April 1, 2024


**DIVISION MEMORANDUM**

No. **187**, s. 2024

**GUIDANCE ON THE HIRING, ASSESSMENT, AND DEPLOYMENT OF SPIMS  
BENEFICIARIES FOR SCHOOL YEAR (SY) 2024-2025**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD & CID  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Attached is **Memorandum DM-OUHROD-2024-0521** titled **Guidance on the Hiring, Assessment, and Deployment of SPIMS Beneficiaries for School Year (SY) 2024-2025**.
2. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index  
Under the following subjects

HIRING

ASSESSMENT

HRMPSB

TEACHERS



osds/admin



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Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-0521**

TO : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**

ATTENTION : **MEMBERS OF THE HUMAN RESOURCE MERIT PROMOTION**  
**AND SELECTION BOARD (HRMPSB)**  
**HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)**  
**ADMINISTRATIVE OFFICERS**  
**ALL OTHERS CONCERNED**

FROM : **WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-Charge, Office of the Undersecretary*  
*Human Resource and Organizational Development*

SUBJECT : **GUIDANCE ON THE HIRING, ASSESSMENT, AND DEPLOYMENT**  
**OF SPIMS BENEFICIARIES FOR SCHOOL YEAR (SY) 2024-2025**

DATE : 22 March 2024

This is in reference to the hiring and deployment of the *Sa Pinas Ikaw ang Ma'am at Sir (SPIMS)* Employment Program of the Department of Education (DepEd) and the Department of Migrant Workers (DMW) for the School Year (SY) 2024-2025 for Elementary School (ES) and Junior High Schools (JHS). Pending the issuance of the Notice of Organization Staff Compensation Action (NOSCA) for the new Teacher I positions, all Schools Division Office (SDO) Human Resource Management Officers (HRMOs) shall facilitate the assessment of endorsed SPIMS Beneficiaries.

Please see **Annex A** for the hiring and deployment guidelines and **Annex B** for the complete list of beneficiaries.

For further clarifications and other concerns, you may email the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) and Human Resource Development Division (HRDD) at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) copy furnished [support.nspp@deped.gov.ph](mailto:support.nspp@deped.gov.ph).

For your information and strict compliance.

[BHROD-SED/HRDD]



## ***Hiring and Deployment Guidelines for SPIMS***

### **I. Selection and Appointment**

1. SPIMS beneficiaries endorsed by the DMW for SY 2024-2025 shall be assessed in accordance with the procedural guidelines and criteria and point system stipulated under DepEd Order (DO) No. 007 s. 2023 or the *Guidelines on Recruitment, Selection, and Appointments in the Department of Education*.
2. The BHROD shall endorse the list to the SDOs. Upon receipt of the endorsed qualified SPIMS beneficiaries, the concerned SDO shall contact and notify the SPIMS beneficiaries to request the documentary requirements needed for the evaluation enumerated under Sec. 20 Part V(B) of DO 007, s. 2023.
3. A special screening committee shall be designated to conduct the assessment of SPIMS applicants using the criteria and point system stipulated under Enclosure No. 2 of DO 007, s.2023.
4. After such assessments, SDOs shall prepare a separate set of Comparative Assessment Results – Registry of Qualified Applicants (CAR-RQA) for SPIMS Teacher I applicants. All endorsed SPIMS applicants who have undergone the assessment shall be included on the CAR-RQA **regardless of their total score**. As part of the commitment of DepEd to ensure employment and reintegration of OFW returnees, **no cut-off score shall be applied for SPIMS beneficiaries**.
5. In support with Section 58 (c) of DO 007, s. 2023, applicants included in the SPIMS CAR-RQA shall be given priority for appointment to the vacant Teacher I positions in their preferred locality/schools, such that they shall be considered first before all other regular applicants may be appointed.
6. Applicants in the SPIMS CAR-RQA shall be given permanent Teacher I positions regardless of their total scores from the assessment conducted. However, SPIMS appointees who obtained a total score below the 50-point cut-off score shall be given appropriate Professional Development Interventions, Technical Assistance, and Coaching and Mentoring, addressing the competency gaps identified in the assessment.
7. To improve the absorptive capacity and efficiency in hiring DepEd teachers, all SDOs are instructed to ensure that SPIMS beneficiaries are **appointed not later than September 2024**.

As such, **beneficiaries are given until 30 September 2024 to report to their respective SDOs for the processing of their hiring and appointment**. If SDOs are unable to reach the beneficiaries through the provided contact information and/or the beneficiaries are unable to communicate with their respective SDOs within the set period, their appointment shall be considered waived. In the event of waived appointments due to 'no show', disinterest, with existing job, extended contracts, or other reasons, which may result in non-

utilization of allocated items by the end of the school year, the SDOs shall **immediately** fill up the vacant items with eligible applicants from the Regular CAR-RQA.

Pursuant to the conditions set under the SPIMS Program, priority given to beneficiaries shall likewise be waived should they waive or refuse to accept the appointment. They shall be prohibited to re-apply through the program and must undergo regular hiring the next time they signify their intention to teach in DepEd.

## II. Deployment Process

The DepEd SDO shall select the school assignments For Elementary Schools (ES) and Junior High Schools (JHS) based on teacher shortage, specialization requirements (*for JHS*), or needs analysis in the locality/municipality of the beneficiary residence. In cases when there is no teacher shortage in the locality/municipality, the next nearest school with teacher shortage shall be assigned to the qualified beneficiary.

- **List of Beneficiaries.** Teacher I Plantilla Items shall be allocated for the SPIMS beneficiaries found in **Annex B** with the following information: (a) Name and contact details of endorsed beneficiaries, (b) Region, (c) Division, (d) indicative school assignment, (e) Municipality, and (f) Legislative district.
- **School Selection.** Annex B for ES and JHS contains the suggested school assignments based on the latest Teacher Requirement Analysis (TRA) of BHROD-SED. Please note that SDOs may deviate or defer from the list, and identify schools based on the current teacher shortage, existing unfilled Teacher I items (created FY 2023 below), and specialization needs of the schools vis-à-vis the beneficiary's residence.

## III. Capacity Building/Training for SPIMS beneficiaries

- a. New SPIMS Teacher I Appointees shall be provided appropriate Professional Development Programs based on the identified needs during the performance evaluation for continuous upskilling and reskilling of teachers that shall result in better learning outcomes.

**[DM-OUHROD-2024-0521] REGION VI - GUIDANCE ON THE HIRING, ASSESSMENT, AND DEPLOYMENT OF SPIMS BENEFICIARIES FOR SCHOOL YEAR (SY) 2024-2025**

School Effectiveness Division <bhrod.sed@deped.gov.ph>

Mon 3/25/2024 10:49 AM

To: DepEd VI Western Visayas <region6@deped.gov.ph>; DEPED AKLAN <aklan@deped.gov.ph>; AKLAN 1958 <aklan.1958@deped.gov.ph>; Sdo Antique <antique@deped.gov.ph>; DEPED BACOLOD CITY <bacolod.city@deped.gov.ph>; DEPED BAGOCITY <deped.bagocity@deped.gov.ph>; DEPED CADIZCITYDIVISION <deped.cadizcitydivision@deped.gov.ph>; DEPED CAPIZ <capiz@deped.gov.ph>; ESCALANTE CITY <escalante.city001@deped.gov.ph>; DEPED ESCALANTE CITY <escalante.city@deped.gov.ph>; DepEd Guimaras <guimaras@deped.gov.ph>; SCHOOLS DIVISION OF HIMAMAYLAN CITY <himamaylan.city@deped.gov.ph>; DepEd - Schools Division of Iloilo <iloilo@deped.gov.ph>; DEPED ILOILO CITY <deped.iloilocity@deped.gov.ph>; DepEd Iloilo <iloilodeped@gmail.com>; iloilocitydivision@gmail.com <iloilocitydivision@gmail.com>; DEPED KABANKALAN CITY <kabankalan.city@deped.gov.ph>; DEPED LACARLOTA CITY <lacarlota.city@deped.gov.ph>; DEPED LACARLOTA <deped.lacarlota@deped.gov.ph>; DEPED NEGROS OCCIDENTAL <negros.occidental@deped.gov.ph>  
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📎 1 attachments (5 MB)

DM-OUHROD-2024-0521 Guidance on the Hiring\_Assessment and Deployment of SPIMS Beneficiaries for SY 2024-2025.pdf;

Dear **Regional Director** and **Schools Division Superintendents**,

Attention: Members of the Human Resource Merit Promotion and Selection Board (HRMPSB)

Human Resource Management Officers (HRMOs)

Administrative Officers All Others Concerned

This is in reference to the hiring and deployment of the *Sa Pinas Ikaw ang Ma'am at Sir (SPIMS)* Employment Program of the Department of Education (DepEd) and the Department of Migrant Workers (DMW) for the School Year (SY) 2024-2025 for Elementary School (ES) and Junior High Schools (JHS). Pending the issuance of the Notice of Organization Staff Compensation Action (NOSCA) for the new Teacher I positions, all Schools Division Office (SDO) Human Resource Management Officers (HRMOs) shall facilitate the assessment of endorsed SPIMS Beneficiaries.

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For your information and strict compliance.

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***The BHROD-SED will provide the Annex B - Official List of beneficiaries once finalized in this email thread.***

***Thank you very much!***



**SCHOOL EFFECTIVENESS DIVISION**  
Bureau of Human Resource and Organizational Development  
Department of Education

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**Maka-Diyos. Makatao. Makakalikasan. Makabansa**

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