



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

April 1, 2024


DIVISION MEMORANDUM

No. **189**, s. 2024

**REITERATION ON EXISTING RULES AND POLICIES ON HUMAN RESOURCE
MOVEMENT AND APPOINTMENTS IN THE DEPARTMENT OF EDUCATION**

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 **Regional Memorandum No. 267, s. 2024** titled **Reiteration on Existing Rules and Policies on Human Resource Movement and Appointments in the Department of Education**.
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

APPOINTMENT
REGULATIONS

HIRING

LAWS

POLICY

PROHIBITION

RULES AND



osds/admin



Address: Banica, Roxas City, 5800
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

MAR 27 2024

REGIONAL MEMORANDUM

No. 267, s. 2024

**REITERATION ON EXISTING RULES AND POLICIES ON HUMAN RESOURCE
MOVEMENTS AND APPOINTMENTS IN THE DEPARTMENT OF EDUCATION**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2024-0440 dated March 13, 2024, from **Wilfredo E. Cabral**, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development titled **"Reiteration on Existing Rules and Policies on Human Resource Movements and Appointments in the Department of Education."**
2. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT
POLICY

HIRING
PROHIBITION

LAWS
RULES AND REGULATIONS

ADG/DepEd RO6-ADM-PS-RM3-020
March 25, 2024



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@depd.gov.ph
Website: region6.depd.gov.ph



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0440

TO : **Undersecretaries**
Assistant Secretaries
Regional Directors
Schools Division Superintendents
Human Resource Management Officers
All Others Concerned

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

SUBJECT : **REITERATION ON EXISTING RULES AND POLICIES ON HUMAN
RESOURCE MOVEMENTS AND APPOINTMENTS IN THE
DEPARTMENT OF EDUCATION**

DATE : 13 March 2024

MAR 13 2024
Ref No.: 1762

The Department of Education (DepEd) has received numerous complaints concerning illegal and unethical practices in the human resource (HR) processes on recruitment and movements, which include the direct or indirect receiving of monetary fees or other valuable things in exchange for securing a permanent position (teaching or non-teaching item), and approval of transfer requests of teachers in the Department.

In this connection, the Department would like to apprise all concerned individuals that such acts are illegal and considered a violation of Section 2 (2), Article IX (B) of the 1987 Constitution of the Republic of the Philippines, which provides that "*appointments in the Civil Service shall be made only according to merit and fitness*," which the Department is in strict adherence with, as evident in the existing rules and regulations under DepEd Order No. 007, series of 2023, and DepEd Order No. 19, series of 2022.

Furthermore, anchored on DO No. 22, s. 2013 (*Revised Guidelines on the Transfer of Teachers From One Station to Another*), the HROD strand released a Memorandum (DM-OUHROD-2023-1763) dated 15 November 2023, simplifying the processes of approval of the transfer of teachers from one school to another.

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As such, please be reminded that **all HR services and requests do not require payment of fees.**

All concerned individuals are highly encouraged to immediately report any similar incidents and/or violations of said policies to the Bureau of Human Resource and Organizational Development through the email addresses: usec.hrod@deped.gov.ph. and bhrod.od@deped.gov.ph.

For information and strict compliance.