



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

March 21, 2024


DIVISION MEMORANDUM

No. 188 s. 2024

**REITERATION ON EXISTING RULES AND POLICIES ON HUMAN
RESOURCES MOVEMENTS AND APPOINTMENT IN THE
DEPARTMENT OF EDUCATION**

To: **Chief Education Supervisors, SGOD & CID**
Education Program Supervisors
All Public Schools District Supervisor/ District In-charge
All Elementary and Secondary School Heads
Division Office Section/Unit Heads
All Others Concerned
This Division

1. Pursuant to Memorandum DM-OUHROD-2024-0440, the field is hereby advised and informed on the “**Reiteration on Existing Rules and Policies on Human Resources Movements and Appointment in the Department Of Education**”.
2. Attached is the Memorandum DM-OUHROD-2024-0440 for reference and guidance.
3. Immediate dissemination and strict compliance with this Memorandum is hereby enjoined.


MARY ANN M. ALLERA

Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent





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

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.



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8633-7206
Email Address: usec.hrod@deped.gov.ph
Website: <https://www.deped.gov.ph>

Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	1 of 2



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.



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8637-7206
Email Address: usec.hrod@deped.gov.ph
Website: <https://www.deped.gov.ph>

Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	2 of 2

