



Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
OM-PHROD-2021-0279

RECEIVED
Administrative Division
Date: APR 20 2021

TO: Regional Directors
Schools Division Superintendents
Heads of Personnel Sections/Units
All Others Concerned

FROM: 
JESUS L.R. MATEO
Undersecretary for Planning, and Human Resource and Organizational Development

SUBJECT: Reminders on Posting of Notice of Appointment Issued (NAI)

DATE: 14 April 2021


The Civil Service Commission (CSC) issued Memorandum Circular (MC) No. 14, s. 2018 dated 03 July 2018 entitled 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 for the guidance of all human resource management officers (HRMOs) in their roles and responsibilities.

At the same time, oversight agencies, congressional committees on Basic Education, and key stakeholders are also requesting regular status reports on the filling-up activities of the Department.

In this regard, the following reminders and mechanisms are hereby reiterated for the guidance of all Personnel Division/Sections/Units of the Department:

- Human Resource Management Officers (HRMOs) shall ensure transparency and accessible information to individuals about the results of their application. Letter M, Section 139, Rule XIII (Responsibilities of the Human Resource Management Officer) of CSCMC No. 14, s. 2018 expressly provide that:
*"Sec. 139. The Human Resource Management Office or the duly authorized employee in charge of human resource management shall:
m. Post in three (3) conspicuous places in the agency a notice announcing the appointment of an employee a day after the issuance of appointment for at least fifteen (15) calendar days."*
- All HRMOs are requested to post the Notice of Appointment Issued (NAI) on their official website/ Facebook page at the end of each month.

Room 102, Rizal Building, DepEd Complex, Marikina Ave., Pasig City 1600



 Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION

April 2021
 DEPARTMENT OF EDUCATION
 RDS SECTION, REGIONAL OFFICE - CAR

To : Schools Division Superintendents
 All Concerned

For information, guidance and compliance By: _____ Date: _____

FOR THE REGIONAL DIRECTOR:


 EDGARDO T. AEOS
 Chief Administrative Officer

Admin/ETA/EIA/Jenny

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APR 21 2021



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3. Starting May 2021, DepEd Central office, through the Bureau of Human Resource and Organizational Development - Personnel Division (BHROD-PD), shall monitor the posting of the NAI online. As such, regional HRMOs are requested to consolidate and submit the website addresses and/or Facebook page links of the regional office-proper and all schools division offices (SDOs) on or before **April 16, 2021**.
4. In response to current data requests from partner agencies, all HRMOs are also requested to submit the summary list of appointed personnel from FY 2019, FY 2020, and FY 2021 first Quarter on or before **April 23, 2021**.

Submissions of the requested documents shall be accepted via email to recruitment.pd@deped.gov.ph.

For inquiries and clarifications, please contact Ms. Melissa Salazar of BHROD-PD through telephone number (02) 8633-9345 or email at recruitment.pd@deped.gov.ph.

For the guidance and compliance of all concerned offices and personnel.

Thank you.

BHROD-PD/salazar