

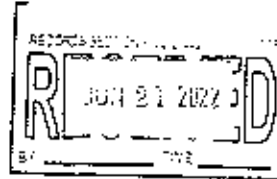


Republika ng Pilipinas

Department of Education

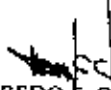
OFFICE OF THE UNDERSECRETARY

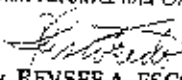
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-HROD-2022-1216

TO : BHROD Personnel Division
Regional Offices
Schools Division Offices
All Others Concerned

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


Atty. REVSEE A. ESCOBEDO
Undersecretary for Field Operations, Palarong Pambansa
Secretariat, and DEACO


SUBJECT : INTERNAL GUIDELINES ON DEPARTMENT
MEMORANDUM NO. 005, S. 2022, OR THE GRANT OF
CONTINUING AUTHORITY FROM THE COMELEC TO
APPOINT, HIRE NEW EMPLOYEES, AND TRANSFER OR DETAIL
OF DEPED PERSONNEL DURING THE ELECTION PERIOD OF
THE 2022 NATIONAL AND LOCAL ELECTIONS

DATE : 13 June 2022

This has reference to the Department Memorandum No. 005, s. 2022 entitled "The Grant of Continuing Authority from COMELEC to Appoint, Hire New Employees, and Transfer or Detail of DepEd Personnel during the Election Period of the 2022 National and Local Elections."

In this connection, the Department of Education issues the following internal guidelines and measures to ensure the correct process of routing and signing of appointment documents relevant thereto:

- a. The appointment, designation, and reassignment orders from the field office shall be recommended by the head of the originating office. The transmittal/cover letter signed by the Schools Division Superintendent (SDS) shall indicate among others the reasons or justifications for the request for approval and the signature of the Secretary.

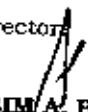

Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

June 22, 2022

To: **Schools Division Superintendents**

For information, dissemination, and guidance.

For the Regional Director


MAKSIM A. BOTILAS
Chief Administrative Officer
Administrative Division

MAB/esa/art

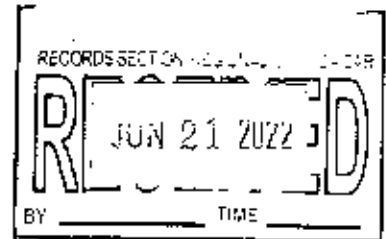


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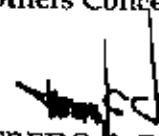
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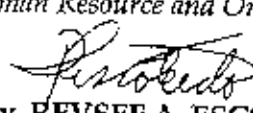
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- b. All documents from the originating office must be transmitted to the Central Office, through the Office of the Undersecretary for Field Operations for review. These shall include a collated list of employees or officers for transfer or designation (*see attached Annex A*) and a list of recommended appointees (*see attached Annex B*). Appointment papers should be duly filled up, except for the signature of the appointing authority, and must be based on the letterhead of the originating office.
- c. The Office of the Undersecretary for Field Operations shall endorse all the evaluated documents to the Office of the Secretary for approval and signature.
- d. Following the approval from the Office of the Secretary, the Office of the Undersecretary for Field Operations shall then notify the originating office once the signed documents are ready for pick-up and/or delivery through courier service, and furnish the Personnel Division with all the pertinent documents.
- e. The Personnel Division shall submit the necessary documentary requirements to the COMELEC per Resolution No. 10742, within three (3) days from the date of the approval designation and re-assignment order signed by the Secretary.
- f. In compliance with the Civil Service Commission Rules on the Appointment, the Schools Division Offices shall submit the appointment papers for attestation and prepare a report to be submitted to their respective Civil Service Field Offices.
- g. The effectivity of these internal guidelines shall cover the following dates:

Hiring and Appointment	March 25, 2022, to May 08, 2022
Transfer and Detail	January 09, 2022, to June 08, 2022

For questions and clarifications, kindly contact the Regional Operations Secretariat through email at (usec.regops@deped.gov.ph) or the Personnel Division at (bhrod.pd@deped.gov.ph) copy furnished (usec.hrod@deped.gov.ph).

Please be guided accordingly.

[BHROD-OD/LASAM]