

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2024- 265

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
All Others Concerned

FROM : **JOCELYN DR. ANDAYA** 
 Director IV

SUBJECT : **REITERATION ON EXISTING RULES AND POLICIES ON**
HUMAN RESOURCE MOVEMENTS AND APPOINTMENTS

DATE : March 20, 2024

- Enclosed is a copy of the Memorandum DM-OUHROD-2024-0440 on the above-captioned reiteration of policies on human resource processes, particularly on transfer and appointments of teaching and non-teaching positions in the Department, for information and guidance.
- For immediate dissemination and strict compliance.



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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.

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.