

Republic of the Philippines Devartment of Education

NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2024- 2 6 5

TO : SCHOOLS DIVISION SUPERINTENDENTS

All Others Concerned

FROM : JOCELYN DR. ANDAY

Director IV

SUBJECT : REITERATION ON EXISTING RULES AND POLICIES ON

HUMAN RESOURCE MOVEMENTS AND APPOINTMENTS

DATE : March 20, 2024

- 1. 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.
- 2. For immediate dissemination and strict compliance.





Address: 6 Misamis St., Bago Bantay, Quezon City

Email address: ncr@deped.gov.ph Website: depedncr.com.ph

Doc. Ref. Code Effectivity	RO-ORD-F005 01.26.23	Rev Page	00 1 of 1
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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

WILFREDOLE. 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

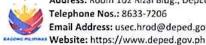
: 13 March 2024

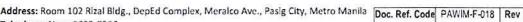
The Department of Education (DepEd) has received numerous complaints concerning illegal and unethical practices in the human resource (HR) processes on recruitment and movements, which include the direct or indirect receiving of monetary fees or other valuable things in exchange for securing a permanent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

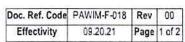
Furthermore, anchored on DO No. 22, s. 2013 (Revised Guidelines on the Transfer of Teachers From One Station to Another), the HROD strand released a Memorandum (DM-OUHROD-2023-1763) dated 15 November 2023, simplifying the processes of approval of the transfer of teachers from one school to another.







Telephone Nos.: 8633-7206 Email Address: usec.hrod@deped.gov.ph





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.



Telephone Nos.: 8637-7206

Email Address: usec.hrod@deped.gov.ph Website: https://www.deped.gov.ph

