

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

April 4, 2024

REGIONAL MEMORANDUM

No. 356, s. 2024

To: Schools Division Superintendents
 All Others Concerned

**REITERATION OF GUIDELINES ON PUBLICATION AND POSTING OF
 VACANT POSITIONS IN THE DEPARTMENT OF EDUCATION**

- Enclosed is a copy of Memorandum DM-OUHROD-2024-0532 dated March 22, 2024 signed by Hon. Wilfredo E. Cabral, Regional Director, OIC-Office of the Undersecretary for Human Resource and Organizational Development, relative to the Reiteration of the Guidelines as stipulated in Rule VII of the Civil Service Commission (CSC) MC No. 14, s. 2018 and Deped Order No. 17, s. 2023 on the publication and posting of vacant positions, which is self-explanatory.
- For immediate dissemination, information and guidance.

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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-0532

TO : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : **HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)**

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

SUBJECT : **REITERATION OF GUIDELINES ON PUBLICATION AND POSTING**
OF VACANT POSITIONS IN THE DEPARTMENT OF EDUCATION

DATE : 22 March 2024

Pursuant to Rule VII of the Civil Service Commission (CSC) MC No. 14, s. 2018, vacant positions in the career service shall be published and posted in three (3) conspicuous places for a period of at least ten (10) calendar days for NGAs, SUCs and GOCCs. Agencies are mandated to *submit the list of vacant positions along with their **qualification standards and item numbers**, in both electronic and printed formats to the CSC Field Office through the CS Form 9. Furthermore, **it was also provided that agencies can publish and post vacant positions through various means, such as their websites, newspapers (local and/or national), and other job search platforms.***

Anent to the above, DepEd Order (DO) No. 007, s. 2023 or the *Guidelines on Recruitment, Selection, and Appointment in the Department of Education* provides the specific provisions pertaining to the publication and posting of DepEd vacant positions, to wit:

A. Publication and Posting of Vacancies

11. **Announcement of vacancy shall be done through the issuance of an official memorandum** duly signed by the Head of Office. The same shall be used for posting in three (3) conspicuous places and through other modes. The memorandum shall contain the same information specified in CS Form No. 9, and **may include additional requirements of the position, such as but not limited to the following information:**

- a) Position Title (Parenthetical Title or **area of specialization, if applicable**);
- b) Salary/Job/Pay Grade;
- c) Monthly Salary;
- d) CSC-approved Qualification Standards (QS);
- e) Equal Employment Opportunity Clause in adherence to the Equal Opportunity Principle (EOP), which “allows anyone within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.”;
- f) **Job description of the position;**
- g) List of Requirements enumerated in Part V(B) Item 20 of this Order, and other documentary requirements for the comparative assessment;
- h) Deadline of Submission of Documentary Requirements;
- i) Timeline/Schedule of Activities, including prescribed number of days on the release of evaluation results, and Other Instructions; and
- j) Protocols and procedures on the adoption of remote modalities on recruitment and selection, as deemed practicable and applicable.

XXX

18. For teacher hiring, the following specific provisions shall apply:

- c) For Senior High School (SHS) teaching positions, **the publication shall include the QS for the track or tracks** in each item number depending on the need of the Schools Division

In addition to the specific information enumerated in recruitment, selection and appointment guidelines, HRMOs, in coordination with the SDO Planning Officer, shall add in DepEd’s postings of vacant positions, announcements, and call for application other relevant information regarding the specific teacher need that may guide the applicants in their application. This may include the required subject specialization, specific key stage or grade level to be handled, and specific competencies needed such as language/s proficiency and the ability to handle Kindergarten or Early Childhood Education, ALS, SpEd, Madrasah, and IPed. The job descriptions of the vacant positions are highly encouraged to be attached.

Finally, it is reiterated that HRMOs shall ensure the completeness and accuracy of information indicated in the CS Form 9, given that any incorrect information in the publication of a vacant position (e.g., plantilla item number, position title, or qualification standards) shall be grounds for the disapproval/invalidation of appointments and republication of the vacancy with corrected information.

For information and guidance.