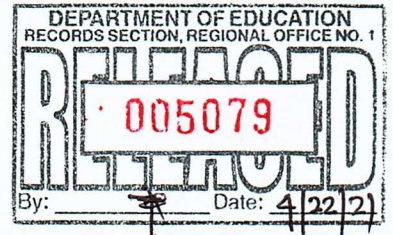




Republic of the Philippines  
**Department of Education**  
 REGION I



Office of the Regional Director

APR 22 2021

REGIONAL MEMORANDUM  
 No. 354, s. 2021

**REMINDERS ON POSTING OF NOTICE OF APPOINTMENT ISSUED AND SUBMISSION OF SUMMARY LIST OF APPOINTMENT PERSONNEL**

To: **Schools Division Superintendents**

1. In reference to the attached Memorandum OM-PHROD-2021-0279 from Undersecretary Jesus L.R Mateo dated April 14, 2021, the Department of Education (DepEd) through the Bureau of Human Resource and Organizational Development (BHROD) reiterated the following reminders and mechanisms for the guidance of all Personnel Division/Section/Units in the department:

1.1 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 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.”*

1.2 All HRMOs are requested to post the Notice of Appointment Issued (NAI) on their official website/Facebook page at the end of each month. Starting May 2021, the DepEd Central Office through the BHROD – Personnel Division shall monitor the posting of the NAI online.

2. In line with this, the Schools Division Offices (SDOs) are hereby directed to provide the Official SDO Website Address and/or Facebook Page links and the summary list of appointed personnel for FY 2019, 2020 and 2021 First Quarter using the attached template.

3. Considering that this Office will consolidate and monitor the submission, kindly submit the soft copy (Excel Format) and duly signed (PDF Format) through the Administrative Division – Personnel Section email: [ps.region1@deped.gov.ph](mailto:ps.region1@deped.gov.ph) on or before **April 22, 2021**.

4. For information, guidance, and compliance.

*[Signature]*  
**TOLENTINO G. AQUINO**  
 Director IV

Encl. & Reference: as stated.  
 To be indicated in the Perpetual Index under the following subject:

APPOINTMENT EMPLOYMENT

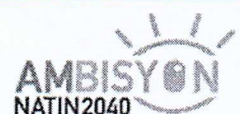
AD-PS/lgm/RM\_ListofAppointedPersonnel  
 April 21, 2021



**DepEd Region 1: Built on character; empowered by competence.**



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### LIST OF APPOINTED PERSONNEL

Division: \_\_\_\_\_  
 Official Website Address: \_\_\_\_\_  
 Facebook Page Link: \_\_\_\_\_

No.	Name	Plantilla Number	FY _____	Office/School/District	Date of Issuance of Appointment	Date of Issuance of Notice of Appointment
1						
2						
3						
4						
5						

*\*Insert Rows if needed*

Prepared by: \_\_\_\_\_

Certified Correct: \_\_\_\_\_

Noted: \_\_\_\_\_