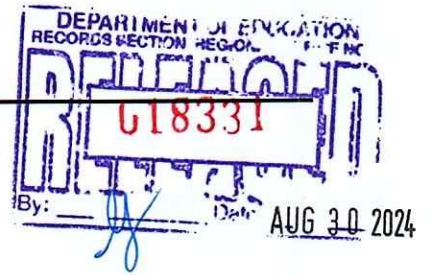




Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 1016 s. 2024

To: All Schools Division Superintendents
 All Others Concerned

**REQUEST FOR DATA ON APPOINTMENTS OF NON-TEACHING AND
 RELATED-TEACHING POSITIONS FOR CIVIL SERVICE
 COMMISSION ATTESTATION**

1. This is in reference to the attached MEMORANDUM DM-OUHROD-2024-1685 dated August 29, 2024 from Dir. Wilfredo E. Cabral, Regional Director/Officer-In-Charge, Office of the Undersecretary for Human Resource and Organizational Development, Department of Education, re: Request for Data on Appointments of Non-Teaching and Related-Teaching Positions for Civil Service Commission (CSC) Attestation.

2. It is informed that the DepEd Personnel Audit result, it was noted that one identified reason on the non-filling up of non-teaching positions is the ban on chain promotions and publication of anticipated vacancies. A number of exemptions for filling-up of positions have been given to DepEd.

3. In line with this, this Office respectfully requests for the submission of data by accomplishing the template in the given link at <https://bit.ly/DataRequestAppointmentsForCSCAttestation>, in consideration with following information over the last twelve (12) months:

- a. **Turnaround time of CSC action on DepEd appointments (date received and date released)**
- b. **Status (disapproved, approved, pending) if not yet acted upon**

4. For information, guidance and strict compliance.

TOLENTINO G. AQUINO
 Director IV



Encl.: As Stated

References: As Stated

To be indicated in the Perpetual Index
 Under the following subjects:

APPOINTMENT	DATA	DEPLOYMENT	ITEMS
PERSONNEL	POSITIONS	REPORT	

AD/PS/hfa/RM_ReiterationonAppointment&ReclassificationofSchoolHeads

August 29, 2024





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-1685

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
CHIEF, BHROD - PERSONNEL DIVISION
ALL OTHERS CONCERNED

ATTENTION : HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)

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

SUBJECT : REQUEST FOR DATA ON APPOINTMENTS OF NON-TEACHING
AND RELATED-TEACHING POSITIONS FOR CSC ATTESTATION

DATE : 29 August 2024

In the past year, the Department of Education (DepEd) has been eagerly monitoring the status of hiring of personnel to ensure that the vacant teaching and non-teaching positions that have been created in DepEd offices and schools are filled-up and that the funding for such positions are fully utilized.

Based on field consultation and the recent conduct of the DepEd Personnel Audit (DPA), one of the identified reasons for non-filling-up of positions, particularly the non-teaching positions, is the ban on chain promotions and publication of anticipated vacancies. As of July 31, 2024, there are 74 Schools Division Offices (SDOs) or 31.5% out of the 235 DepEd offices are still on PRIME HRM Level I. This has led to the delay in filling-up of the vacated positions, further impeding the delivery of education services.

Section 96 of CSC MC 14, s. 2018 (*2017 Omnibus Rules on Appointments and Other Human Resource Actions, As Amended*) as further amended by CSC MC No. 21, s. 2019 provides that:

***“Sec. 96. Agencies, except those conferred with PRIME-HRM Bronze/Silver/Gold award, shall not fill up vacancies resulting from promotion until the promotional appointments have been approved or validated by the CSC.*”**



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The Commission may also exempt other agencies based on meritorious cases.

As prior notice, promotional appointments submitted by agencies exempted from this provision shall include a notation stating that the employee shall be reverted to his/her former position in case the promotional appointment is disapproved/invalidated. Furthermore, appointment to a vacant position resulting from promotional appointment shall bear the notation that the appointment is subject to CSC attestation of the promotional appointment of the incumbent of the previous position.”

It may be mentioned that on June 13, 2018, the Commission granted DepEd an exemption to Section 30 and 96 of CSC MC 14, s. 2018, specifically for teaching positions through CSC Resolution No. 1800582, to wit:

“WHEREFORE, the Commission RESOLVES to GRANT the request of the Department of Education (DepEd) to be exempted from the provisions of Section 30 and 96 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA). Thus, the DepEd may publish anticipated vacant **teaching positions earlier than sixty (60) days prior to actual vacancy.**

The Commission FURTHER RESOLVES that as prior notice, the DepEd is directed to annotate its promotional appointments to indicate that the appointee shall be reverted to his/her former position in case the promotional appointment of the previous position holder is disapproved/invalidated. Furthermore, appointment to the entry Teacher I positions shall bear the notation that the appointment is subject to the CSC attestation of the promotional appointment of the previous position holder.”

In reference to the above exemption and in view of emerging similar meritorious cases among other positions in the Department resulting from its commitment to augment the school-based non-teaching positions, this Office has submitted a request to the CSC that the same exemption to Section 30 and 96 CSC MC 14, s. 2018 be likewise granted to the DepEd to cover all non-teaching and teaching-related positions in all DepEd offices and schools nationwide.

To reinforce the Department’s justification on the merit of our request, the CSC has requested supporting documents showing the **number of appointments submitted to the CSC for attestation (in MS Excel format) over the last twelve (12) months with the following data/information:**

- a. Turnaround time of CSC action on DepEd appointments (date received and date released); and**
- b. Status (disapproved, approved, pending) if not yet acted upon.**

In view of the above, all ROs, SDOs, and CO BHRD-Personnel Division shall submit the *Data on Appointments to Non-Teaching and Related-Teaching Positions for CSC Attestation from September 1, 2023 to August 31, 2024* by accomplishing the template which can be downloaded from the link below [see *Template (for downloading)*]. Subsequently, RO-HRMOs are directed to submit on or before **September 6, 2024**



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the consolidated report of the RO Proper and SDOs using the 'RO Summary Matrix' found in the same template.

You may access the OneDrive through this link to download the template and upload the consolidated reports in the designated regional folders:

https://bit.ly/DataRequest_AppointmentsForCSCAttestation



Should you have further queries and clarifications, you may reach out to Ms. Carla Gob of the BHROD-HRDD at telephone number (02) 8470-6630 or email address bhrod.hrdd@deped.gov.ph.

For strict compliance.

[HRDD/Gob]



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