



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM
 No. 395, s. 2025

GUIDELINES ON THE HIRING, ASSESSMENT, AND DEPLOYMENT OF SPIMS AND DOST SCHOLAR BENEFICIARIES FOR SCHOOL YEAR (SY) 2025-2026 AND CONDUCT OF ONLINE ORIENTATION TO REGIONAL AND DIVISION HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)

To: All Schools Division Superintendents
 All Assistant Schools Division Superintendents
 All SDO Administrative Officer V – Administrative Services
 All SDO Human Resource Management Officers
 All Others Concerned

1. This in reference to the attached e-mail, re: DM-OUHROD-2025-0629 dated March 13, 2025 from the Office of Undersecretary for Human Resource and Organizational Development, Department of Education, re: Guidelines on the Hiring, Assessment, and Deployment of SPIMS and DOST Scholar Beneficiaries for School Year (SY) 2025-2026 and Conduct of Online Orientation to Regional and Division Human Resource Management Officers (HRMOs).

2. In line with this, please be informed that SDO HRMOs are enjoined and expected to attend the online orientation on March 18, 2025, 9:00 AM–12:00 NN at <https://bit.ly/SpecialHiring-SPIMSDOST>. All attendees are requested to accomplish the online registration form at <https://bit.ly/Reg-SpecialHiring-SPIMSDOST-March2025>.

3. The said activity aims to prepare for onboarding, familiarize HRMOs with the rules, processes and guidelines governing the special hiring arrangements implemented for SPIMS and DOST Scholar beneficiaries, and to discuss the barriers to the timely filling of vacant and newly created teaching positions, and the solutions for these issues.

4. For information, guidance and strict compliance.



TOLENTINO G. AQUINO
 Director IV

Encl.: As Stated
 Reference: None
 To be indicated in the Perpetual Index
 Under the following subjects:

HIRING OFFICERS PERSONNEL POSITIONS TEACHERS

AD/PS/hfa/RM_GuidelinesontheHiring,Assessmeng&DeploymentofSPIMSandDOSTScholars

March 14, 2025



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|----------------|------------|------|--------|
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| Effectivity | 11.18.2024 | Page | 1 of 1 |



Fwd: [DM-OUHROD-2025-0629] GUIDELINES ON THE HIRING, ASSESSMENT, AND DEPLOYMENT OF SPIMS AND DOST SCHOLAR BENEFICIARIES FOR SCHOOL YEAR (SY) 2025-2026 AND CONDUCT OF ONLINE ORIENTATION TO REGIONAL AND DIVISION HRMOs

1 message

School Effectiveness Division <bhrod.sed@deped.gov.ph> Thu, Mar 13, 2025 at 10:32 AM
To: GEORGINA NERIDA <georgina.nerida@deped.gov.ph>, Jennette Sison <jennette.sison@deped.gov.ph>, jose rhetor reyes <joserhetor.reyes@deped.gov.ph>, Sdo1p Personnel <sdo1p.pu@deped.gov.ph>, Mency Turqueza <mency.turqueza@deped.gov.ph>, rafael.nicolas001@deped.gov.ph, sdcbhrunit@deped.gov.ph, yogie.castaneto@deped.gov.ph, personnel section region1 <ps.region1@deped.gov.ph>, graciellafae.puyaoan@deped.gov.ph, marillac.quinsaata@deped.gov.ph, Daryl Perez <daryl.perez@deped.gov.ph>, greatestyeng.molina@deped.gov.ph, cynthia.ruamero@deped.gov.ph, benjamin.galvez@deped.gov.ph, alodia.castro001@deped.gov.ph, maryannjoy.tablada@deped.gov.ph
Cc: DepEd Ilocos Region <region1@deped.gov.ph>

Dear **RO/SDO HRMO**,

Forwarding this email for your appropriate action. We would like to encourage you to fill out the registration form via this link (<https://bit.ly/Reg-SpecialHiring-SPIMSDOST-March2025>) which is also provided in the memo to signify your participation in the Online Orientation.

This is in reference to the hiring and deployment arrangements of the Department of Education (DepEd) regarding the following Programs:

- a. 'Sa Pinas Ikaw ang Ma'am at Sir (SPIMS)' Employment Program of the Department of Migrant Workers (DMW) for the School Year (SY) 2025-2026, specifically for Elementary Schools (ES) and Junior High Schools (JHS); and the
- b. RA 7687 and RA 10612 Scholarship Programs of the Department of Science and Technology – Science Education Institute for School Year (SY) 2025-2026, specifically for Junior High School (JHS) and Senior High School (SHS), respectively.

While awaiting the issuance of the Notice of Organization Staff Compensation Action (NOSCA) for the new Teacher I and Special Science Teacher I positions for FY 2025, all Schools Division Office (SDO) Human Resource Management Officers (HRMOs) are tasked to facilitate the assessment of the endorsed SPIMS and DOST Scholar beneficiaries.

Please refer to **Annex A** for the hiring and deployment guidelines and **Annex B** for the complete list of beneficiaries.

In light of this, **ALL Regional and Division HRMOs are hereby enjoined and expected to attend the online orientation** dedicated for the purpose of this Memorandum. Kindly be guided accordingly by referring to the details below:

Date: March 18, 2025; Tuesday

Time: 9:00 AM – 12:00 NN

Meeting Link: <https://bit.ly/SpecialHiring-SPIMSDOST>

To signify participation, all Regional and Division HRMOs are also requested to accomplish the online registration form by visiting the link below:

Registration Link: <https://bit.ly/Reg-SpecialHiring-SPIMSDOST-March2025>

Likewise, the BHROD-SED shall strategically and periodically schedule succeeding online orientations with the aim of onboarding and familiarizing the HRMOs with the rules, processes, and guidelines governing the special hiring arrangements implemented for SPIMS and DOST Scholar beneficiaries. Another objective is to discuss the barriers to the timely filling of vacant

and newly created teaching positions, as well as possible solutions that may be implemented in the field offices.

For further clarifications or concerns, you may contact the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) at bhrod.sed@deped.gov.ph and the Human Resource Development Division (HRDD) at bhrod.hrdd@deped.gov.ph, with a copy furnished to support.nspp@deped.gov.ph.

For your information and strict compliance.



SCHOOL EFFECTIVENESS DIVISION
Bureau of Human Resource and Organizational Development
Department of Education

DepED Complex, Meralco Avenue, Pasig City 1600
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<http://www.deped.gov.ph/>
<https://www.facebook.com/groups/deped.sed/>



Maka-Diyos. Makatao. Makalikasan. Makabansa

----- Forwarded message -----

From: Office of the Undersecretary for Human Resource and Organizational Development (OUHROD)

usec.hrod@deped.gov.ph

Date: Wed, Mar 12, 2025 at 7:58 AM

Subject: Re: [DM-OUHROD-2025-0629] GUIDELINES ON THE HIRING, ASSESSMENT, AND DEPLOYMENT OF SPIMS AND DOST SCHOLAR BENEFICIARIES FOR SCHOOL YEAR (SY) 2025-2026 AND CONDUCT OF ONLINE ORIENTATION TO REGIONAL AND DIVISION HRMOs

To: DepEd Ilocos Region <region1@deped.gov.ph>, TOLENTINO AQUINO <tolentino.aquino@deped.gov.ph>

Cc: Bureau of Human Resources and Organizational Development Office of the Director <bhrod.od@deped.gov.ph>, cc:

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Alarcio <janzen.alarcio@deped.gov.ph>

Dear **RD Aquino**:

Due to identified technical issues, kindly refer to the attached memo below bearing the new registration link.

Thank you.



Office of the Undersecretary for Human Resource and Organizational Development (OUHROD)

Tel. No.: (02)8633-7206 | Telefax No.: (02) 8631-8494

DEPARTMENT OF EDUCATION

DepEd Complex, Meralco Ave., Pasig City 1600

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On Tue, Mar 11, 2025 at 3:13 PM Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) <usec.hrod@deped.gov.ph> wrote:

Dear **Director Aquino**,

This is in reference to the hiring and deployment arrangements of the Department of Education (DepEd) regarding the following Programs:

- a. 'Sa Pinas Ikaw ang Ma'am at Sir (SPIMS)' Employment Program of the Department of Migrant Workers (DMW) for the School Year (SY) 2025-2026, specifically for Elementary Schools (ES) and Junior High Schools (JHS); and the

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Please refer to **Annex A** for the hiring and deployment guidelines and **Annex B** for the complete list of beneficiaries.

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For your information and strict compliance.

 [00] Region I_FY 2025 Deployment.pdf

 [00] Region I_FY 2025 Deployment.xlsx



Office of the Undersecretary for Human Resource
and Organizational Development (OUHROD)
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Annex A

Hiring and Deployment Guidelines for SPIMS and DOST Scholars

I. Selection and Appointment

1. SPIMS and DOST Scholar beneficiaries formally endorsed to DepEd for SY 2025-2026 shall be assessed in accordance with the procedural guidelines and criteria and point system stipulated under the following applicable DepEd Orders:

| Beneficiaries | Allocated Position | Governing DepEd Order |
|---------------|---------------------------|---|
| SPIMS | Teacher I | DO No. 007, s. 2023 <i>(Guidelines on the Recruitment, Selection, and Appointment in the Department of Education)</i> |
| DOST RA 7687 | Teacher I | and DO No. 021, s. 2024 <i>(Amendments to DepEd Order No. 007, s. 2023)</i> |
| DOST RA 10612 | Special Science Teacher I | DO No. 020, s. 2024 <i>(the Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions)</i> |

2. BHROD shall further endorse the list of beneficiaries to the SDOs. Upon receipt of the endorsed qualified SPIMS and DOST Scholar beneficiaries, the concerned SDO shall contact and notify all beneficiaries to request the documentary requirements needed for the evaluation enumerated under **Sec. 20 Part V(B) of DO 007, s. 2023**, and all others applicable as stated in **DO 021, s. 2024 for the Teacher I positions, and Sec. 19 of DO 020, s. 2024 for the SST I positions.**
3. A special screening committee shall be designated to conduct the assessment of SPIMS and DOST Scholar applicants using the criteria and point system stipulated under the governing DepEd Orders.
4. After such assessments, SDOs shall prepare a separate set of Comparative Assessment Results – Registry of Qualified Applicants (CAR-RQA) for SPIMS Teacher I applicants and DOST RA 7687 Teacher I applicants, and CAR for DOST RA 10612 SST I applicants. All endorsed applicants who have undergone the assessment shall be included in the CAR-RQA/CAR **regardless of their total score.**

Furthermore, as part of the commitment of DepEd to ensure employment and reintegration of OFW returnees and to provide return of service opportunities to DOST Scholars, **no cut-off score shall be applied both for SPIMS and DOST Scholar beneficiaries.** The assessment shall be conducted for purposes of identifying professional development needs.

5. In support with **Section 58 (c) of DO 007, s. 2023, Section 13 (c) of DO 021, s. 2024, Section 57 (c) of DO 020, s. 2024**, applicants included in the

SPIMS CAR-RQA and DOST CAR-RQA/CAR shall be given priority for appointment to the vacant and/or newly-created Teacher I and SST I positions in their preferred locality/schools, such that they shall be considered first before all other regular applicants may be appointed.

6. Applicants in the SPIMS CAR-RQA and DOST RA 7687 CAR-RQA shall be given permanent Teacher I positions and applicants in the DOST RA 10612 CAR shall be given SST I positions under provisional¹ status regardless of their total scores from the assessment conducted.

However, appointees who obtained a total score below the 50-point cut-off score shall be given appropriate Professional Development Interventions, Technical Assistance, and Coaching and Mentoring, addressing the competency gaps identified in the assessment.

7. To improve the absorptive capacity and efficiency in hiring DepEd teachers, all SDOs are instructed to ensure that SPIMS and DOST Scholar beneficiaries are **appointed not later than August 2025**.

As such, **beneficiaries are given until 29 August 2025 to report to their respective SDOs for the processing of their hiring and appointment.**

Specific to SPIMS beneficiaries, if SDOs are unable to reach them through the provided contact information and/or the beneficiaries are unable to communicate with their respective SDOs within the set period, their appointment shall be considered waived. In the event of waived appointments due to *'no show', disinterest, with existing job, extended contracts, or other reasons*, which may result in non-utilization of allocated items by the end of the school year, the SDOs shall **immediately** fill up the vacant items with eligible applicants from the Regular CAR-RQA.

Pursuant to the conditions set under the SPIMS Program, priority given to beneficiaries shall likewise be waived should they waive or refuse to accept the appointment. They shall be prohibited to re-apply through the Program and must undergo regular hiring the next time they signify their intention to teach in DepEd.

On the other hand, DOST Scholar beneficiaries may waive their return of service to the DepEd and decide to pursue this at a later time. In such cases, teaching positions dedicated to them shall be open for filling up observing the following:

- a. **DOST RA 7687 Teacher I positions**
 - may be filled using the Regular CAR-RQA
- b. **DOST RA 10612 SST I positions**
 - may be assumed by incumbent DOST RA 7687 Teacher I who are eligible for promotion, provided they undergo the regular application process; or

¹ must pass the LET within 5 years after the date of first hiring

- may be filled through a request for replacement of scholar beneficiary from the DOST-SEI

II. Deployment Process

The DepEd SDO is responsible for the school selection of SPIMS beneficiaries, primarily based on the prevailing teacher shortage in the Elementary (ES) and Junior High School (JHS) and supported by other considerations such as specialization requirements (for JHS) and other pertinent criteria in the needs analysis for localities and municipalities where these beneficiaries reside.

For DOST Scholar beneficiaries, two processes are followed. First, for DOST RA 7687 Scholar beneficiaries, the BHROD provides preliminary recommendations for their school assignments; however, these are indicative proposals only, and the final decision rests with the SDO, based on the prevailing specialization needs and mismatches within their jurisdiction. In cases where the SDO needs to adjust school assignments, prioritization must still be given to the placement of DOST RA 7687 Scholar beneficiaries. Second, for DOST RA 10612 Scholar beneficiaries, the process follows the guidelines established for SPIMS beneficiaries.

- A **List of Beneficiaries** is attached as **Annex B** to this Memorandum. It is further itemized as follows:
 - a. Teacher I items are allocated for the SPIMS beneficiaries for ES and JHS with the following information: (a) Name and contact details of endorsed beneficiaries, (b) Region, and (c) Division;
 - b. Teacher I items are allocated for DOST RA 7687 Scholar beneficiaries for JHS with the following information: (a) Name and contact details of endorsed beneficiaries, (b) Region, and (c) Division, and (d) Indicative school assignment;
 - c. Special Science Teacher I items are allocated for DOST RA 10612 Scholar beneficiaries with the following information: (a) Name and contact details of endorsed scholar-beneficiaries, (b) Region, and (c) Division.
- As stated, a **recommendatory and indicative school selection** is specifically listed for DOST RA 7687 Scholar beneficiaries based on the latest Teacher Requirement Analysis (TRA) of the BHROD-SED.

In general, deviations in school assignments are allowed. However, decisions in changing the school assignments should consider the following:

- a. The latest Teacher Requirements Analysis (TRA) from the Schools Division Office (SDO);
- b. Unfilled Teacher I positions (created in FY 2024 or earlier);
- c. The alignment of specialization needs with the beneficiary's place of residence.

III. Information to the Beneficiaries

The BHROD-SED shall inform the DMW and DOST on the official endorsement of the beneficiaries to the SDO. Likewise, both DOST and DMW beneficiaries shall receive a notice containing general hiring, assessment and deployment arrangements. They are instructed to immediately communicate with the respective SDO HRMOs to facilitate the hiring process.

IV. Capacity Building and Training

All new Teacher I and SST I Appointees from the SPIMS and DOST programs shall be provided with appropriate upskilling and reskilling opportunities as part of their continuous professional development and growth.