Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION - REGIONAL OFFICE NO. 1
RECEIVED
BY: 127250
DATE: OCT 12 2026

REGIONAL MEMORANDUM
No. 1343 s. 2026

AUTHORIZATION OF SERVICES BEYOND REGULAR WORKING HOURS IN SUPPORT OF RECRUITMENT, SELECTION, APPOINTMENT, AND RELATED ACTIVITIES OF THE DEPARTMENT

To: Schools Division Superintendents
All Others Concerned

1. In line with the Department's continuing efforts to accelerate the filling of vacant and newly created positions in the Regional and Schools Division Offices, and schools, the timely completion of the recruitment, selection, and appointment processes requires the concerted efforts of concerned personnel, particularly the Human Resource Management Officers (HRMOs), Personnel Unit staff, and members of the Personnel Selection Boards, including the completion of assessment, documentation, validation, appointment processing, and reporting requirements.

2. In view of this, all Schools Division Superintendents are hereby authorized to take the necessary administrative and operational measures to ensure that the concerned HRMOs, Personnel Unit staff, and other personnel involved in the recruitment, selection, and appointment processes are duly authorized and appropriately supported in the performance of services beyond regular working hours, subject to applicable laws, rules, regulations, and existing guidelines.

3. Immediate dissemination of and compliance with this Memorandum are desired.

For the Regional Director:

RHODA T. RAZON
Director III

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index:
under the subjects:

WORK HOURS SERVICE RECRUITMENT SELECTION APPOINTMENT

ADS-PS/rvl/RM_AuthorizationOfServicesBeyondRegularWorkingHoursInSupportOfRSA
October 7, 2026

DEPARTMENT OF EDUCATION
RELEASED
CO - OUHROD
Sep 26, 2026
HRDD-DM-2026-89
By: J Alarcio 12:51 pm

HRDD-DM-2026-89

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO.1
SEP 29 2026
BY: TIME: 9:30

MEMORANDUM
DM-OUHRODI-2026- 2794

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

E-signed by
Wilfredo Cabral
09/26/2026, 12:47:23 PM

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development, and Infrastructure

SUBJECT : **AUTHORIZATION OF SERVICES BEYOND REGULAR WORKING HOURS IN SUPPORT OF RECRUITMENT, SELECTION, APPOINTMENT, AND RELATED ACTIVITIES OF THE DEPARMENT**

DATE : 26 September 2026

This is in reference to the Department's continuing efforts to accelerate the filling of vacant and newly created positions in the Regional and Schools Division Offices, and schools. The timely completion of the recruitment, selection, and appointment (RSA) processes requires the concerted efforts of the field personnel, particularly the Human Resource Management Officers (HRMOs), Personnel Unit staff, and members of the Personnel Selection Boards (PSBs), including the completion of assessment, documentation, validation, appointment processing, and reporting requirements.

In view of the foregoing, and to facilitate the timely completion of pending personnel actions, **Regional Directors** and **Schools Division Superintendents** are hereby directed to facilitate, where necessary, the rendering of services beyond regular working hours by personnel directly involved in RSA and related activities, subject to applicable civil service, budgeting, accounting, auditing, and other government rules and regulations.

Accordingly, Regional Directors and Schools Division Superintendents shall:

1. **Issue the necessary authority** to the HRMOs and concerned Personnel Unit to render services beyond regular working hours, when necessary, subject to existing rules and regulations;
2. **Ensure proper documentation and certification** of actual services rendered beyond regular working hours as basis for the grant of Compensatory Time-Off (CTO) or payment of overtime, as applicable;
3. **Direct the HRMO and Personnel Unit** to prioritize and complete pending recruitment, appointment processing and finalization, Agile Gateway for Appointments and Placements (AGAP) system encoding and updating, records validation, updating of DepEd Personnel Audit (DPA) and Government Manpower

Information System (GMIS), preparation and submission of required reports within the prescribed timelines;

4. **Ensure that the concerned personnel are adequately supported and that work assignments are properly managed** to facilitate the expeditious completion of pending personnel actions without compromising the quality, accuracy, and integrity of the recruitment and appointment processes; and
5. **Ensure compliance with existing rules and regulations** of the Civil Service Commission (CSC), Department of Budget and Management (DBM), Commission on Audit (COA), and other applicable issuances governing the rendition of overtime services through Compensatory Time-off or Overtime Pay.

Regional Directors and Schools Division Superintendents are expected to **take the necessary administrative and operational measures immediately** to ensure that the concerned HRMOs and Personnel Unit staff are duly authorized and appropriately supported in the performance of these time-bound activities.

Immediate attention and appropriate action on this matter are enjoined to ensure the timely completion of the foregoing activities and compliance with the prescribed timelines.

For concerns and clarifications, you may contact the Bureau of Human Resource and Organizational Development – Personnel Division (BHROD-PD) at (02) 8633-9345/ 8633-6682 or through email at bhrod.pd@deped.gov.ph.

For guidance and strict compliance.