



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

---

September 5, 2022

**DIVISION MEMORANDUM**

**No. 309, s. 2022**

**INSTRUCTION ON TEACHER HIRING FOR SCHOOL YEAR 2022-2023**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD & CID  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools

1. Attached is **DepEd Memorandum No. 076 s. 2022** titled **“Instruction on Teacher Hiring for School Year 2022-2023”**.
2. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

*osds/admin*

Encl: As stated

Reference: As stated

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

APPOINTMENT      EMPLOYMENT      HIRING      SELECTION      RECRUITMENT      TEACHERS

---



Address: Banica, Roxas City  
Contact Number: (036) 651-8454  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>



Republic of the Philippines  
**Department of Education**

30 AUG 2022

DepEd MEMORANDUM  
No. **076** s. 2022

**INSTRUCTIONS ON TEACHER HIRING FOR SCHOOL YEAR 2022-2023**

To: Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. In preparation for the opening of classes for School Year (SY) 2022-2023, the schools division offices (SDOs) are expected to ensure that all DepEd schools will have an adequate teacher workforce.
2. In relation to this, the schools division superintendents (SDSs), as the appointing authority, shall appoint the right people for the right job at the right time, by strictly adhering to the principles of *merit, fitness, competence, equal opportunity, transparency, and accountability*. The recruitment, selection, and appointment (RSA) of new teachers shall be done judiciously and expeditiously. Thus, the SDOs shall observe the following:
  - a. Achieve 100% utilization rate in terms of filling-up of newly-created and existing teaching items by the end of August 2022 with the following considerations:
    - i. Strict observance of the prescribed RSA processes and parameters in accordance with the existing hiring guidelines; and
    - ii. Coordination with the beneficiaries under special hiring arrangements by virtue of Republic Act (RA) Nos. 10612 and 7687 with the Department of Science and Technology (DOST) and *Sa Pinas, Ikaw ang Ma'am/Sir* (SPIMS) Employment Program with the Department of Labor and Employment (DOLE) to inform them of the schedule of demonstration teaching, interview, and the documentary requirements needed to be submitted.
  - b. SDOs shall be guided by the anticipated effectivity of the provisions of Part V(E) of DepEd Order No. 019, s. 2022 or **The Department of Education Merit Selection Plan** anchored on the Civil Service Commission Memorandum Circular (CSC MC) No. 014, s. 2018 otherwise known as the **2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018**.
  - c. Faithful to the Department's commitment to merit-based hiring, teacher-applicants are advised that the selection and appointment of teachers in DepEd are strictly based on the criteria and parameters stipulated in the hiring guidelines. As a non-partisan organization, the Department may accept and acknowledge endorsements from any source/proponent; however, these endorsements shall not, in any

way, be given extra points or credit in the selection process, nor shall guarantee priority in hiring. This is consistent with the equal opportunity principle that DepEd as an organization is committed to implement in order to select the most qualified candidates based on their qualifications and competence.

- d. Further, the appointing authorities, Human Resource Merit Promotion and Selection Board (HRMPSB), and Human Resource Management Officers (HRMOs) shall uphold the MSP principles, as follows:
  - i. Put premium on **merit, fitness, and competence** of applicants to ensure that those who will be appointed have the necessary qualifications that match the competency requirements of the position to be filled in order to perform the duties and responsibilities efficiently and effectively;
  - ii. Remain accountable for the selection of employees in adherence to the basic principles stated herein, to explain, clarify, and justify human resource actions, disclose the results in a transparent manner, and be responsible for decision/s made;
  - iii. At all times, ensure that all relevant, reliable, and timely information on recruitment, selection, and placement be available to the public; and
  - iv. Strictly observe non-discrimination activities, to allow any applicant within or outside DepEd to apply for a position, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political beliefs.
- e. In the establishment of the Registry of Qualified Applicants (RQA) for SY 2022–2023, and as part of the **Interim Strategies and Protocols on Teacher Hiring for School Year (SY) 2022–2023 in view of the State of Public Health Emergency and Issuance of DepEd Merit Selection Plan**, the SDOs shall implement the following:
  - i. In view of the one year validity of the RQA, the SDOs shall establish a new RQA for SY 2022–2023. Based on the usual teaching hiring process, the SDOs are allowed to commence the call for applications and undertake the recruitment and selection process in advance to establish the RQA for **SY 2022–2023** in anticipation of the timely appointment and deployment of teachers to newly created items this year.
  - ii. To expedite the recruitment and selection process as well as to augment the number of applicants in light of the COVID-19 situation, the SDOs that have yet to exhaust the SY 2021–2022 RQA **may consider** the remaining qualified applicants to be included in the SY 2022–2023 RQA; provided that said applicants should have expressed their intent to apply in SY 2022–2023 by submitting the following:
    - 1) Letter of Intent in accordance with the SDO’s Call for Applications; and
    - 2) Updated credentials and application documents, if any.

- f. The points earned by the teacher applicants in the previous year's RQA may be honored, unless they have presented new documents to update their points.
3. For further queries and clarifications, please contact the **Bureau of Human Resource and Organizational Development-Human Resource Development Division**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or at telephone number (02) 8470-6630.
4. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

  
**EPIMACO V. DENING III**

Undersecretary and Chief of Staff

Reference:

DepEd Order No. (019, s. 2022)

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

APPOINTMENT  
EMPLOYMENT  
HIRING  
RECRUITMENT  
SELECTION  
TEACHERS

