



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

June 15, 2023

DIVISION MEMORANDUM



No. 277, s. 2023

**IMPLEMENTATION OF THE HIRING ARRANGEMENT OF ENDORSED
BENEFICIARIES OF “SA PINAS, IKAW ANG MA’AM AT SIR” PROGRAM SY
2024-2025**

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
All Others Concerned

1. Attached is **Memorandum DM-OUHROD-2023-0780** titled **“Implementation of the Hiring Arrangement of Endorsed Beneficiaries of “Sa Pinas, Ikaw ang Ma’am at Sir” Program SY 2024-2025”**.
2. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


SEGUNDINA F. DOLLETE, EdD
Chief Education Supervisor-CID
In-Charge of the Division 

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

HIRING

EMPLOYEES



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-0780

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

ATTENTION : **CHIEFS, ADMINISTRATIVE DIVISION**
CHIEFS, SCHOOL GOVERNANCE AND OPERATIONS (SGOD)
HUMAN RESOURCE MERIT PROMOTION SELECTION BOARDS
(HRMPSBs)

FROM : **GLORIA JUMAMIL-MERCADO**
Undersecretary

SUBJECT : **IMPLEMENTATION OF THE HIRING ARRANGEMENTS OF**
ENDORSED BENEFICIARIES OF "SA PINAS, IKAW ANG MA'AM
AT SIR" (SPIMS) PROGRAM FOR SY 2024-2025

DATE : 7 JUNE 2023

This is with reference to the implementation of "Sa Pinas, Ikaw and Ma'am at Sir (SPIMS)" Employment Program in relation to the newly issued DepEd Order (DO) No. 019, s. 2022 titled "Department of Education Merit Selection Plan (DepEd MSP)" and DepEd Order No. 007, s. 2023 on the "Guidelines on the Recruitment, Selection, and Appointment (RSA) in the Department of Education."

The SPIMS Employment Program aims to attract professional teachers who are employed as migrant workers abroad to come back in the Philippines by providing them the opportunity to find employment as public school teachers in the DepEd schools.

Consistent with implementing the principles of merit, fitness, competence, and equal opportunity, and to ensure that DepEd hires teachers with the appropriate qualifications and desired competencies, the new guidelines would effect changes in the hiring arrangements for SPIMS beneficiaries.

It is important to note that the beneficiaries for School Year (SY) 2023-2024 were recruited by DOLE based on the understanding that they shall be subjected to the old hiring arrangements. Further, these beneficiaries were already given allocation of teaching items by DepEd and DBM in accordance with the existing Memorandum of Cooperation (MOC). With this, **the previous hiring arrangements for SPIMS Program shall still be in effect for SY 2023-2024, provided that the beneficiaries**

meet the following conditions upon their assumption to duty/first day of service:

1. They have attended the applicable or necessary refresher course provided by the PNU as required by DOLE-NRCO; and
2. They have undergone psychological examination/evaluation with certification of being fit to work in accordance with Section 6.a, Rule 1 of Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018¹.

Further, the assessment and selection procedures stipulated under DO 007, s. 2023 shall apply to the evaluation of SPIMS beneficiaries starting SY 2024-2025.

SPIMS beneficiaries endorsed by the DMW **for SY 2024-2025** shall undergo to the following procedural guidelines based on the criteria and point system as stipulated under the said DO 007 s. 2023:

1. Submission of documents required for initial evaluation

Upon receipt of the endorsed qualified SPIMS beneficiaries, the concerned SDO shall request necessary documents needed for the initial evaluation, such as, among others:

- a. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- b. Photocopy of valid and updated PRC license/ID;
- c. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma;
- d. Photocopy of Certificate/s of Training, if applicable;
- e. Photocopy of Certificate of Employment, Contract of Service, or duly signed service record, whichever is/are applicable;
- f. Photocopy of performance rating from previous employment, if applicable; and
- g. Other documents as may be required by the HRMPSB for comparative assessment.

2. Initial Evaluation of Qualifications

An initial evaluation of the endorsed SPIMS beneficiary's qualification vis-à-vis the CSC approved Qualification Standards for Teacher I position shall be conducted by the HRMO upon receipt of the requested documents.

3. Comparative Assessment (Classroom Observation/Demonstration Teaching, Teacher Reflection Form)

The HRMPSB through a judicious and objective conduct of evaluative assessments, shall assess the endorsed SPIMS beneficiary in accordance with the criteria and point system stipulated under DO 007, s. 2023.

¹ Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018

The use of online platforms and other remote modalities and alternative strategies in the conduct of paper evaluation, demonstration teaching, and test administration may be adopted.

4. Other Evaluative Assessments (as deemed necessary).

After such assessments, the schools divisions shall prepare the Comparative Assessment Results – Registry of Qualified Applicants (CAR-RQA) which contains the candidates who obtained a score of at least 50 points. The CAR-RQA shall be the basis of the appointing officer/authority in the selection and appointment to Teacher I positions.

Further, prioritization for SPIMS beneficiaries shall now be on the process of selection and appointment of Teacher I positions in the Department as stipulated in Section 58 of DO 007, s. 2023 to wit:

*“For teacher positions, the appointing officer/authority **may select from the candidates in the CAR-RQA who are ranked below the top 5 or top-ranking candidates**, when the appointment falls within the purview of the exemptions enumerated below:*

*[c.] **Other laws or provisions of the law, national policy, and/or agreement entered into by DepEd with other government agencies and/or non-government institutions which grant priority in the appointment.** It is reiterated that the priority in the appointment given to beneficiaries of such laws, national policies, and/or agreements shall only apply to teacher applicants listed in the CAR-RQA.”*

For your information and guidance.