



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

July 14, 2023

**DIVISION MEMORANDUM**

No. 327, s. 2023

**OMNIBUS CLARIFICATION AND GUIDANCE ON DEPED ORDER NO. 007, S. 2023 AND OTHER MATTERS ON HIRING ARRANGEMENTS OF TEACHERS**

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-2023-0922** titled **“Omnibus Clarification and Guidance on DepEd Order No. 007, s. 2023 and Other Matters on Hiring Arrangements of Teachers”**.
2. Immediate dissemination of this Memorandum is desired.

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

Enclosure: As stated

Reference: As stated

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

GUIDELINES

HIRING

TEACHER

PERSONNEL



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## Department of Education

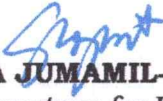
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2023-0922

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

ATTENTION : **CHIEFS, ADMINISTRATIVE DIVISION**  
**CHIEFS, SCHOOL GOVERNANCE AND OPERATIONS (SGOD)**  
**MEMBERS, HUMAN RESOURCE MERIT PROMOTION SELECTION BOARD (HRMPSB)**

FROM :   
**GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development*

SUBJECT : **OMNIBUS CLARIFICATION AND GUIDANCE ON DEPED ORDER NO. 007, S. 2023 AND OTHER MATTERS ON HIRING ARRANGEMENTS OF TEACHERS**

DATE : 06 July 2023

The Department of Education (DepEd), as it upholds the principles of merit, competence, fitness, accountability, transparency, and equal opportunity, has issued **DepEd Order (DO) No. 007, s. 2023** titled **Guidelines on the Recruitment, Selection, and Appointment (RSA) in the Department of Education** on 22 March 2023.

Upon its issuance, different interpretations and queries have been raised on its implementation. In response to the clamors and confusion on some provisions of the said DO, along with the other concerns and queries on teacher hiring, this Office, through the Human Resource Development Division under the Bureau of Human Resource and Organizational Development (BHROD-HRDD), hereby provides clarification and guidance to ensure uniform **recruitment, selection, and placement (RSP) operations** in the Department, to wit:

#### I. Clarifications on DO 007, s. 2023

##### 1. Positions covered by DO 007, s. 2023

- a. In support to the basic principles and general policies stipulated under DO 019, s. 2022 or the *DepEd Merit Selection Plan*, DO 007, s. 2023 details the specific guidelines, procedures, and criteria in the recruitment, selection, and appointment of personnel for the following positions:

- i. Teacher I positions in the Kindergarten, Elementary, Junior High School (JHS), and Senior High School (SHS);
- ii. School Administration (SA) positions;
- iii. Related-Teaching (RT) positions; and
- iv. Non-Teaching (NT) positions.

All orders, and other related issuances which are inconsistent with the said DO, are repealed, rescinded, or amended accordingly.

- b. **Exclusions.** DO 007, s. 2023 excludes the process and criteria for selection and promotion to the following positions:
  - i. **Higher teaching positions** in the Kindergarten, Elementary, JHS, and SHS; and
  - ii. Career Executive Service (CES) positions.

The existing guidelines for the said positions shall remain in effect, unless otherwise modified or amended by subsequent issuances.

- c. With the recent promulgation of Executive Order (EO) No. 174 on *Establishing the Expanded Career Progression System for Public School Teachers*, the Department, in collaboration with the Department of Budget and Management (DBM), Civil Service Commission (CSC), and Professional Regulation Commission (PRC), has been crafting the implementing rules and regulations (IRR) operationalizing the expanded career progression system for teachers in DepEd. It shall feature the competency- and merit-based teacher promotion through reclassification, covering all teaching positions in the elementary and secondary levels, including SHS. Subsequent policies and detailed guidelines for this purpose shall be issued.

Pending the release of these issuances, **the existing reclassification processes and guidelines shall remain in effect.**

## 2. **Filling-up of Senior High School (SHS) Teacher II**

- a. Pending the issuance of the proposed RSA Guidelines for Higher Teaching Positions, DO 3, s. 2016 titled *Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017* shall govern the assessment of applicants and filling-up of SHS Teacher II positions. The following shall be observed:
  - i. Incumbents of Teacher I positions in the Elementary and Secondary levels, **including SHS**, may be considered for promotion to SHS Teacher II positions.

Teacher II position in the SHS shall not be considered entry position based on DepEd System of Ranking Positions (SRP) per Memorandum DM-OUHROD-2022-0086. The SHS Teacher II position shall be treated as a promotional item. As such, Section 78 under Part X (Transitory Provisions) of Enclosure No. 1 of the RSA Guidelines (DO 007, s. 2023) shall apply, which states that:

*“78. The existing promotion and reclassification guidelines to higher teaching positions in the Elementary and Secondary levels, including SHS, shall remain in effect, unless otherwise modified or amended by subsequent policies.”*

Consistent with the foregoing, the promotional provision in Section 2 under Part II (Scope) of DO 3, s. 2016 shall apply which states that:

*“2. For applicants who are already teaching with the DepEd either in elementary or junior high school (JHS), DepEd Order No. 66, s. 2007 on the “Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions” shall apply, except for “Part III. Computation of Points” of said DepEd Order. “Part VII. Evaluation Criteria and Computation of Points” of this Order shall apply instead.”*

Such provision shall likewise apply to incumbents of SHS Teacher I position who may qualify for the position.

- ii. External applicants who may qualify for the position based on the CSC-approved Qualification Standards (QS), may be considered, subject to the point system and procedures stipulated under DO 3, s. 2016.
  - iii. In the absence of a valid English Proficiency Test (EPT) results, the score in English Communication Skills shall be zero (0).
- b. In accordance with item 5 of DM-OUHROD-2023-0622, conversion of newly created Teacher II positions for SHS may be allowed to be converted into Teacher I positions in justifiable circumstances, subject to the result of the SDO’s teacher needs analysis.
  - c. Should there be SDOs that have employed DO 007, s. 2023 in assessing applicants for SHS and have finalized the Comparative Assessment Results – Registry of Qualified Applicants (CAR-RQA) before the issuance of this Memorandum, it is advised that the said CAR-RQA be used in the filling-up the resulting vacancy from the promotion of SHS Teacher I incumbents to Teacher II positions.

### **3. Creation of New CAR-RQA for SY 2023-2024**

In view of the one (1) year validity of the CAR-RQA for Teacher I positions, SDOs shall establish a new CAR-RQA for SY 2023-2024 in accordance with DO 007, s. 2023. Based on the teacher hiring process and point system in the said Order, SDOs are allowed to commence the call for applications and undertake the recruitment and assessment process in advance to establish the CAR-RQA for SY 2023-2024 prior to the DBM’s issuance of the Notices of Organization, Staffing, and Compensation Action (NOSCA) of the newly created teaching positions. This is to ensure timely appointment and deployment of teachers to newly-created items this year.

#### 4. **Reclassification of School Heads in relation with DO 97, s. 2011**

Section 79 of Enclosure No. 1 of DO 007, s. 2023 provides that *“the existing promotion and reclassification guidelines to higher teaching positions in the Elementary and Secondary levels, including SHS, shall remain in effect, unless otherwise modified or amended by subsequent policies.”*

In addition to this, it shall be noted that the existing reclassification guidelines to School Heads, as stipulated under DO 97, s. 2011 or the *Revised Guidelines on the Allocation and Reclassification of School Head Positions*, shall remain in effect until further guidelines are issued.

#### 5. **Computation of Written Examination in relation to DM 25 s. 2023**

Section 8(a) of Enclosure No. 3 of DO 007, s. 2023 provides that *“[f]or the purpose of hiring and appointment to entry-level school principal positions, the applicant’s score in the Principal’s Test/National Qualifying Examination for School Heads (NQESH) or a similar standardized examination nationally administered by DepEd shall be the basis for scoring the component on Written Examination (10 points).”*

It is noted that the FY 2021 NQESH uses the percentage score, not the raw score, of the examinees as reflected in the official Certificate of Rating (COR). The percentage score is computed by dividing the applicant’s raw score by the total number of test items or highest possible score (*TI*). As such, the FY 2021 NQESH percentage score shall directly be multiplied by the Weight Allocation (*WA*) for Written Examination (*WE*) component, as illustrated below:

$$\text{Points}_{(WE)} = X_{2021NQESH} * WA_{(WE)}$$

Where:  
 $X_{2021NQESH}$  = Percentage score in FY 2021 NQESH  
WA = Weight Allocation for WE

The computation above shall apply to all NQESH results that may use the percentage score in the COR. The computation of points as indicated in the Section 8(a) of Enclosure No. 3 of DO 007, s. 2023 shall apply to all applicants who passed the previous years’ Principals’ Test/NQESH, which uses the raw scores in the COR.

#### 6. **Chief Education Program Supervisor – RT**

Annex A provides the List of DepEd Authorized Positions in all governance levels that are covered by the DO 007, s. 2023. It is clarified that the Chief Education Program Supervisor position shall be listed and categorized under the **Related-Teaching** positions and not under the Non-Teaching positions.

#### 7. **Table on Point System for Non-Teaching and Related-Teaching Position**

**Related Teaching (RT)** (Enclosure 4 of DO 007, s. 2023)

The third (3<sup>rd</sup>) column of Table 1 (p.1) provides the point system for evaluative assessment for RT positions with Salary Grades (SG) 16-23 and SG 27.



There are no RT positions with SG-23 and SG-27, hence, it shall be removed and revised as **SG 16-22** only.

**Table 1. Point System for Evaluative Assessment: Related-Teaching Positions**

Criteria	Breakdown of Points		
	SG 11-15	SG 16-22	SG 24 (Chief)
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	25
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	15	10
g. Application of L&D	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	15
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

**Non-Teaching (NT)** (Enclosure 5 of DO 007, s. 2023)

The fourth (4<sup>th</sup>) column of Table 1 (p.1) provides the point system for evaluative assessment for non-teaching positions with Salary Grades (SG) 10-22 and SG 27.

There are positions such as Attorney IV, Medical Officer IV, and Vocational School Administrator II with SG-23; while there is an Executive Director II position under the Teacher Education Council Secretariat with SG-27 which is considered a Second Level position. Hence, it shall be **SG 10-23 and SG 27**.

**Table 1. Point System for Evaluative Assessment: Non-Teaching Positions**

Criteria	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-23 and SG 27	SG 24 (Chief)
a. Education	5	5	5	10
b. Training	5	5	10	5
c. Experience	20	20	15	15
d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education	-	10	10	10
g. Application of L&D	-	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20	20
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

## Guidance on Other Matters on the Hiring of Teachers

### 1. Status Quo on the Hiring Arrangements of DOST Scholar Graduates under RA Nos. 7687 and 10612

Pending the ongoing discussions between DepEd and DOST regarding the hiring arrangements of DOST scholar graduate beneficiaries of Republic Act (RA) Nos. 7687 and 10612, the existing hiring arrangements and process for the said scholar graduates shall still be in effect for SY 2023-2024 or until further notice.

It is important to note that the existing scholarship contracts of the scholar graduate beneficiaries stipulate that they are bound to render service obligation to any public or private schools, and DepEd has committed to provide them the opportunity to fulfill such obligation.

### 2. Reappointment (Renewal) of SHS Teachers with Provisional Appointments

a. Reappointment (or renewal) of SHS teachers shall be subject to the following parameters:

- i. There is a shortage of qualified Licensure Examination for Professional Teachers (LEPT) eligible applicants in the CAR-RQA who are available and willing to teach in specialized subjects in the SHS, as certified by the Schools Division Superintendent (SDS);
- ii. The incumbent obtains a performance rating of at least Satisfactory in SY 2022-2023; and
- iii. The incumbent has not yet exhausted the five (5)-year allowable period to pass the LEPT, or as may be allowed by applicable CSC and DepEd issuances.

b. In compliance with CSC Resolution No. 2200353 on the *Reappointment (Renewal) of Provisional Appointment of Senior High School Teachers First Hired in School Year 2016-2017 and SY 2017-2018*, extended provisional appointments issued in SY 2022-2023 shall be effective until **July 7, 2023**, or the last day of the current school year per DO 34, s. 2022 (*School Calendar and Activities for School Year 2022-2023*).

c. Following the resumption of the administration of the LEPT by the PRC, SHS provisional appointees who were first hired in SY 2016-2017 and SY 2017-2018, after having been given consideration for the extension of their reappointment (or renewal) in SY 2021-2022 and SY 2022-2023, shall no longer be allowed to be reappointed in SY 2023-2024.

d. DepEd has submitted an appeal to the CSC relative to the reappointment (or renewal) of SHS provisional teachers first hired in SY 2018-2019. Subsequent guidelines shall be released once the CSC issues a resolution on the matter.

e. SHS provisional teachers who were appointed as Special Science Teacher I (SST I) by virtue of RA No. 10612 or the *Fast-Tracked Science and*

*Technology Scholarship Act of 2013* shall be automatically renewed a day after the last day of SY 2022-2023; provided, that they still meet the following conditions stipulated in RA No. 10612 and RA No. 10533, to wit:

- i. Award recipients must teach full-time high school subject(s) in Mathematics, Biology, Chemistry, or Physics; or Information Technology or Agricultural, Aquaculture or Fisheries Technology, both in the university and technical-vocational tracks in the secondary education curriculum, for a minimum of two (2) years, in a public or private high school (Chapter III Sec. 10 of RA No. 10612); and
- ii. Notwithstanding the provisions of Sections 26, 27 and 28 of Republic Act No. 7836, otherwise known as the *Philippine Teachers Professionalization Act of 1994*, the DepEd and private education institutions shall hire, as may be relevant to the particular subject:

*“(a) Graduates of science, mathematics, statistics, engineering, music and other degree courses with shortages in qualified Licensure Examination for Teachers (LET) applicants to teach in their specialized subjects in the elementary and secondary education. Qualified LET applicants shall also include graduates admitted by foundations duly recognized for their expertise in the education sector and who satisfactorily complete the requirements set by these organizations: Provided, that they pass the LET within five (5) years after their date of hiring: Provided, further, that if such graduates are willing to teach on part-time basis, the provisions of LET shall no longer be required (Sec. 8a of RA 10533).”*

As such, SST I incumbents under provisional status shall likewise be required to pass the LEPT within five (5) years reckoned from the date of first hiring, should they opt to continue teaching in DepEd after fulfilling their service obligation as stipulated in Sec. 11(e) of RA 10612.

- f. Consistent with relevant CSC issuances and resolutions, Section 65 of Enclosure No. 1 of DO 007, s. 2023 requires the SDOs, through the HRMO, to *“cause the publication and posting of the teaching position occupied by the provisional appointee every six (6) months after the first issuance of the provisional appointment to invite qualified LEPT eligible applicants to undergo the selection process.”* This is to guarantee the continued search for qualified and licensed teachers, and to ensure that the continued employment of the provisional teachers is corollary of the lack of qualified LEPT eligible applicants in the SDO.
- g. Should a provisional appointee pass the LEPT anytime within the current school year, the HRMO in the SDO shall immediately facilitate the change in status of appointment from provisional to permanent. The provisional appointee shall no longer be required to undergo the hiring and selection process.
- h. Pursuant to Part V(E) Item 7(c) of DO No. 51, s. 2017, provisional teachers shall be entitled to the same compensation and allowances received by



permanent personnel, to include the Cash Allowance to Teacher 1. Provisional teachers who are still employed during summer break shall be entitled to applicable compensation and allowances received by teachers during this period.

This omnibus memorandum of clarifications and guidance is made in response to the concerns of the DepEd field offices that have been brought to the attention of this Office, particularly on the ways forward of hiring and selection for DepEd positions relative to the issuance of Agency MSP (DO 19, s. 2022) and RSA Guidelines (DO 007, s. 2023).

Appointing authorities/officers, members of the Human Resource Merit Promotion Selection Board (HRMPSB), and other RSP Implementors are hereby directed to strictly adhere to the applicable RSA guidelines as well as the abovementioned clarifications and actions.

For further queries and clarifications, all concerned may contact the **Bureau of Human Resource and Organizational Development - Human Resource and Development Division (BHROD-HRDD)**, 4th Floor, Mabini Building, 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 telephone number (02) 8470-6630.

For your information and guidance.

[HRDD/RSP]