



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

December 17, 2024



DIVISION MEMORANDUM

No. 813, s. 2024

**REITERATION OF GUIDELINES ON THE PREPARATION OF
APPOINTMENT IN ALL GOVERNMENT LEVELS IN DEPED REGION VI**

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

- Attached is Regional Memorandum No. 1304, s. 2024 dated December 12, 2024 titled **Reiteration of Guidelines on the Preparation of Appointment in all Government Levels in DepEd Region VI.**
- Immediate dissemination of this Memorandum is desired.


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

Enclosure: None
Reference: None
To be indicated in the Perpetual Index
Under the following subject

APPOINTMENT

HIRING

POLICY

PROCEDURE



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Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

Administrative Services Division

DEC 12 2024

REGIONAL MEMORANDUM

No. 1104, s. 2024

**REITERATION OF GUIDELINES ON THE PREPARATION OF APPOINTMENT
IN ALL GOVERNANCE LEVELS IN DEPED REGION VI**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Pursuant to Rule XIII (Responsibilities of the Human Resource Management Officer) of the Civil Service Commission (CSC) Memorandum Circular (MC) No. 14 series of 2018 otherwise known as the "2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA Revised 2018)", Section 139, the Human Resource Management Officer (HRMO) or the duly authorized employee in charge of the human resource management shall:

- f. Sign the following certifications at the back of the appointment:
- Certification as to completeness and authenticity of requirements; and
 - Certification that the vacant position to be filled has been published and posted in the CSC Bulletin of Vacant Positions in accordance with RA 7041, and deliberation was done by the HRMPSB ten (10) days or (15) days, in the case of LGUs, after publication.

2. Relative thereto, the Department of Education issued DepEd Order No. 07 series of 2023 titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education." Under Part V(A). Publication and Posting of Vacancies, Item 12, provides:

"Publication of vacant position authorized to be filled shall be prepared and certified by the HRMO through the submission of Civil Service (CS) Form 9, Revised 2018 (copy attached as Annex B), along with the list of requirements enumerated in Part V(B) Item 20 of this Order, in electronic and printed copies, to the concerned CSC Field Offices (CSC FO)."



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Administrative Services Division

3. Recognizing the CSC as the supreme agency responsible for personnel management in the Philippine government, this Office strictly adheres to CSC MC No. 14 series of 2018 and DepEd Order No. 07 series of 2023.

4. In compliance thereto, only the following personnel are authorized to sign as Human Resource Management Officer (HRMO) at the back portion of the Appointment Form (CS Form No. 33A/B), viz:

Position	Office / Governance Level
Administrative Officer IV (SDO HRMO)	School / Schools Division Office
Administrative Officer V (RO HRMO)	Regional Office

5. Immediate dissemination of and strict compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated

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

APPOINTMENT HIRING POLICY PROCEDURE