



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 8, 2024

REGIONAL MEMORANDUM

No. **144**, s. 2024

**SUBMISSION OF UPDATED DOCUMENTARY REQUIREMENTS
BY PRESIDENTIAL APPOINTEES**

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

- Attached is a Memorandum DM-OUHROD-2024 Dated February 5, 2024 with the subject: **Submission of Updated Documentary Requirements by Presidential Appointees.**
- Relative thereto, all incumbent Presidential appointees whose appointment date is before February 1, 2023 are directed to comply and submit with the required documents in two (2) sets on or before **February 20, 2023** to this Regional Office for consolidation and submission to the DepEd Central Office before the deadline set.
- Immediate dissemination of and compliance with this Memorandum are desired.

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EVELYN R. FETALVERO CESO IV
Regional Director



Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:
APPOINTEES

DOCUMENTS SUBMISSION

AD-PS-EDR




Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-_____

TO : **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Assistant Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendents

FROM : **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **SUBMISSION OF UPDATED DOCUMENTARY REQUIREMENTS**
BY PRESIDENTIAL APPOINTEES

DATE : February 05, 2024

Pursuant to memorandum issued by the Presidential Management Staff, Office of the President dated 02 February 2024, **all incumbent Presidential appointees whose appointment date is before 01 February 2023 are directed to comply and submit the following documentary requirements:**

- A. Duly accomplished and updated **Personal Data Sheet (PDS)** (*CSC Form 212, revised 2017*), including **Work Experience Sheet (WES)** – two (2) copies; and
- B. Original **clearances** issued within the last twelve (12) months from the following agencies:
 1. Office of the Ombudsman
 2. Sandiganbayan
 3. Civil Service Commission (CSC)
 4. National Bureau of Investigation (NBI)

Request forms for the above clearances can be accessed through this link <https://bit.ly/clearanceforms2024> including a one-page guide for the processing of these requests.

For incumbents from DepEd Schools Division Offices (SDOs), third-level officials shall submit the above requirements to your respective Regional Offices (ROs), which in turn consolidate for submission to DepEd Central Office.

All documents shall be submitted to the Bureau of Human Resource and Organizational Development –Personnel Division on or before **23 February 2024**. For clarification and further details, please contact Ms. Rhea Amor Cayapan of the BHROD-PD at telephone number (08) 6339345 or email thru 3rdlevel@deped.gov.ph.

For strict compliance.



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