



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

March 14, 2024

**REGIONAL MEMORANDUM**

No. **305**, s.2024

**REITERATION ON EXISTING RULES AND POLICIES ON HUMAN RESOURCE  
MOVEMENTS AND APPOINTMENTS IN THE DEPARTMENT OF EDUCATION**

To: Schools Division Superintendents  
Human Resource Management Officers  
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2024-0440 with the subject **Reiteration on Existing Rules and Policies on Human Resource Movements and Appointments in the Department of Education.**

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

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director

Enclosures: None

References: None

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

APPOINTMENT

HUMAN RESOURCE

MOVEMENT

AD-PS-EDR

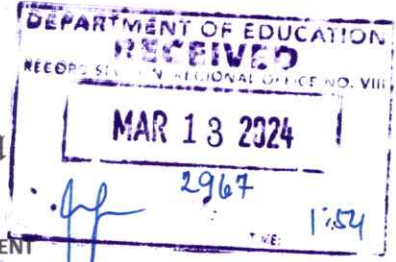




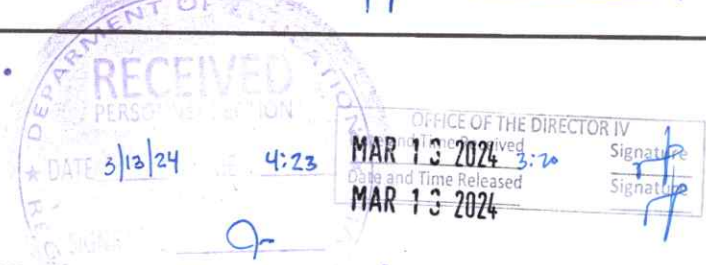
Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



## MEMORANDUM DM-OUHROD-2024-0440



TO : **Undersecretaries**  
**Assistant Secretaries**  
**Regional Directors**  
**Schools Division Superintendents**  
**Human Resource Management Officers**  
**All Others Concerned**

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

SUBJECT : **REITERATION ON EXISTING RULES AND POLICIES ON HUMAN RESOURCE MOVEMENTS AND APPOINTMENTS IN THE DEPARTMENT OF EDUCATION**

DATE : 13 March 2024

The Department of Education (DepEd) has received numerous complaints concerning illegal and unethical practices in the human resource (HR) processes on recruitment and movements, which include the direct or indirect receiving of monetary fees or other valuable things in exchange for securing a permanent position (teaching or non-teaching item), and approval of transfer requests of teachers in the Department.

In this connection, the Department would like to apprise all concerned individuals that such acts are illegal and considered a violation of Section 2 (2), Article IX (B) of the 1987 Constitution of the Republic of the Philippines, which provides that "appointments in the Civil Service shall be made only according to **merit and fitness**," which the Department is in strict adherence with, as evident in the existing rules and regulations under DepEd Order No. 007, series of 2023, and DepEd Order No. 19, series of 2022.

Furthermore, anchored on DO No. 22, s. 2013 (*Revised Guidelines on the Transfer of Teachers From One Station to Another*), the HROD strand released a Memorandum (DM-OUHROD-2023-1763) dated 15 November 2023, simplifying the processes of approval of the transfer of teachers from one school to another.



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila  
Telephone Nos.: 8633-7206  
Email Address: usec.hrod@deped.gov.ph  
Website: <https://www.deped.gov.ph>

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As such, please be reminded that **all HR services and requests do not require payment of fees.**

All concerned individuals are highly encouraged to immediately report any similar incidents and/or violations of said policies to the Bureau of Human Resource and Organizational Development through the email addresses: [usec.hrod@deped.gov.ph](mailto:usec.hrod@deped.gov.ph). and [bhrod.od@deped.gov.ph](mailto:bhrod.od@deped.gov.ph).

**For information and strict compliance.**



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila  
Telephone Nos.: 8637-7206  
Email Address: [usec.hrod@deped.gov.ph](mailto:usec.hrod@deped.gov.ph)  
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