



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

July 1, 2026

OFFICE MEMORANDUM
HRDD-2026 314

**TRANSITION PLAN FOR THE DEPARTMENT OF EDUCATION
REGIONAL OFFICE VIII (DEPED RO VIII) PERSONNEL**

To: Regional Director
Regional Office Division Chiefs
All Others Concerned

1. To uphold the mandate stated in RA 9155 otherwise known as the "Governance of Basic Education Act of 2001," Section 2 for translation of policy and principle governance into programs, projects, and services developed, adapted and offered to fit local needs and to encourage local initiatives for improving the quality basic education, this Office through the Human Resource Development Division (HRDD) crafts the Transition Plan for the Department of Education Regional Office VIII (DepEd RO VIII) Personnel.
2. The attached Transition Plan shall ensure the effective and efficient use of all personnel, physical and fiscal resources of the regional office, including professional staff development as stated in Section 7B, No. 11 of the same law.
3. This shall also facilitate the smooth transfer of duties and responsibilities from one personnel to the next in the event of reassignment, promotion, retirement, or any other nature of appointment or separation from service.
4. The plan shall serve as the basis for future identification, planning, and carrying out of personnel appointments based on data gathered anchoring on the SMILE mantra.
5. The plan shall adhere to the 2017 Omnibus Rules on appointment and Other Human Resource Actions (Revised 2018).
6. Immediate dissemination of and compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

HRDD-MGT



Address: Government Center, Candahug, Paloj Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph




**TRANSITION PLAN FOR THE DEPARTMENT OF EDUCATION REGIONAL
OFFICE VIII (DEPED RO VIII) PERSONNEL**

	ACTIVITIES	PERSONS INVOLVED	MOVs
1	Discussion on the planned reassignment, promotion, or any other nature of appointment or	Top Management (RD, ARD, Division Chiefs/Unit/Section Heads)	Minutes of Meeting Attendance Sheet
	Discussion on the assignment of OIC for those who will retire or any other form of separation from service		Minutes of Meeting Attendance Sheet
2	Posting of Notice of Vacancy if required	HRMO	Notice of Vacancy
3	Conduct of Recruitment, Selection and Promotion (RSP) if required by the nature of the appointment	RPSB, HRMO	Approved Memorandum
4	Decision on the RSP	RD and ARD	Matrix of the Proposed RSP result/ Results of the Evaluation
5	Preparation of the Appointment/ Special Order	HRMO	Appointment/Special Order
6	Signing of the Appointment/ Special Order	RD	Approved Appointment/Special Order
7	Announcement on the Newly-hired Personnel/ New Assignment of the concerned personnel during flag raising ceremony/meeting	RD and All Regional Office VIII Employees	Picture/ minutes
8	Handover of the Appointment/ Special Order to the concerned personnel	RD and Concerned personnel	Pictures

	ACTIVITIES	PERSONS INVOLVED	MOVs
9	Acceptance of the Appointment/Special Order	RD and Concerned Personnel	Pictures and Copy of the Appointment/Special Order duly received by the Concerned personnel
10	Instructions of the Regional Director to the Newly-hired Personnel/Newly Reassigned Personnel	RD	Picture
11	Reporting to the assigned Office	Concerned personnel	Pictures, Certificate of Assumption of Duty
12	Turn-over of Documents	Concerned Personnel	Pictures/Turned-over documents
13	Meeting with the Staff	Concerned personnel	Minutes of Meetings/ attendance Sheet
14	Onboarding	Concerned personnel	Pictures, outputs from the coursebook
15	Coaching and Mentoring	Concerned Chiefs	Accomplished Coaching and Mentoring Forms
16	Provision of Technical Assistance	Concerned Chiefs, Employees of the affected Divisions	Accomplished TA Form
17	Continuous Improvement	Top Management (RD, ARD, Division Chiefs/Unit/Section Heads)	Updated Transition Plan

Prepared by:

for:  07/01/2026
HARVIE D. VILLAMOR, EdD
Chief, HRDD

Approved:


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director