



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

8453

October 8, 2026

REGIONAL MEMORANDUM

No. **1332** s. 2026

**AUTHORIZATION OF SERVICES BEYOND REGULAR WORKING HOURS IN
SUPPORT OF RECRUITMENT, SELECTION, APPOINTMENT,
AND RELATED ACTIVITIES OF THE DEPARTMENT**

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum OM-OUHRODI-2026-2794 dated September 26, 2026 with the subject: Authorization of Services Beyond Regular Working Hours in Support of Recruitment, Selection, Appointment, and Related Activities of the Department.
2. Immediate dissemination of and compliance with this Memorandum are desired.

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

Enclosure: As stated

Reference: As stated

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

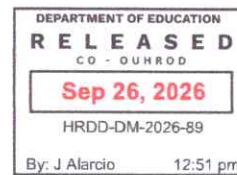
AUTHORITY
OVERTIME SERVICES

AD-PS-EDR



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

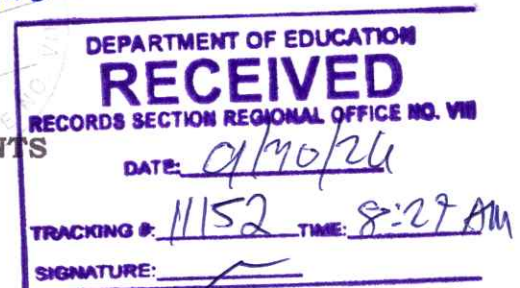
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MEMORANDUM
DM-OUHRODI-2026- 2794

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

FROM : WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development, and Infrastructure

E-signed by
Wilfredo Cabral
9/26/2026, 12:47:23 PM



**SUBJECT : AUTHORIZATION OF SERVICES BEYOND REGULAR WORKING
HOURS IN SUPPORT OF RECRUITMENT, SELECTION,
APPOINTMENT, AND RELATED ACTIVITIES OF THE DEPARTMENT**

DATE : 26 September 2026

This is in reference to the Department's continuing efforts to accelerate the filling of vacant and newly created positions in the Regional and Schools Division Offices, and schools. The timely completion of the recruitment, selection, and appointment (RSA) processes requires the concerted efforts of the field personnel, particularly the Human Resource Management Officers (HRMOs), Personnel Unit staff, and members of the Personnel Selection Boards (PSBs), including the completion of assessment, documentation, validation, appointment processing, and reporting requirements.

In view of the foregoing, and to facilitate the timely completion of pending personnel actions, **Regional Directors** and **Schools Division Superintendents** are hereby directed to facilitate, where necessary, the rendering of services beyond regular working hours by personnel directly involved in RSA and related activities, subject to applicable civil service, budgeting, accounting, auditing, and other government rules and regulations.

Accordingly, Regional Directors and Schools Division Superintendents shall:

1. **Issue the necessary authority** to the HRMOs and concerned Personnel Unit to render services beyond regular working hours, when necessary, subject to existing rules and regulations;
2. **Ensure proper documentation and certification** of actual services rendered beyond regular working hours as basis for the grant of Compensatory Time-Off (CTO) or payment of overtime, as applicable;
3. **Direct the HRMO and Personnel Unit** to prioritize and complete pending recruitment, appointment processing and finalization, Agile Gateway for Appointments and Placements (AGAP) system encoding and updating, records validation, updating of DepEd Personnel Audit (DPA) and Government Manpower

Information System (GMIS), preparation and submission of required reports within the prescribed timelines;

4. **Ensure that the concerned personnel are adequately supported and that work assignments are properly managed** to facilitate the expeditious completion of pending personnel actions without compromising the quality, accuracy, and integrity of the recruitment and appointment processes; and
5. **Ensure compliance with existing rules and regulations** of the Civil Service Commission (CSC), Department of Budget and Management (DBM), Commission on Audit (COA), and other applicable issuances governing the rendition of overtime services through Compensatory Time-off or Overtime Pay.

Regional Directors and Schools Division Superintendents are expected to **take the necessary administrative and operational measures immediately** to ensure that the concerned HRMOs and Personnel Unit staff are duly authorized and appropriately supported in the performance of these time-bound activities.

Immediate attention and appropriate action on this matter are enjoined to ensure the timely completion of the foregoing activities and compliance with the prescribed timelines.

For concerns and clarifications, you may contact the Bureau of Human Resource and Organizational Development – Personnel Division (BHROD-PD) at (02) 8633-9345/ 8633-6682 or through email at bhrod.pd@deped.gov.ph.

For guidance and strict compliance.