

Personnel-RM-2024-602

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

29 August 2024

Regional Memorandum

No. 602 s. 2024

DATA ON APPOINTMENT OF NON-TEACHING
AND RELATED-TEACHING POSITIONS
FOR CSC ATTESTATION

To Schools Division Superintendents
Division Human Resource Management Officers II (AO IV)
All Others Concerned

- 1. Enclosed is a copy of Memorandum DM-OUHROD-2024-1685 dated August 29, 2024 signed by Dir. WILFREDO E. CABRAL, Regional Director, Officer-In-Charge, Office of the Undersecretary for Human Resource and Organizational Development, DepEd Central Office, titled "REQUEST FOR DATA ON APPOINTMENT OF NON-TEACHING AND RELATED-TEACHING POSITIONS FOR CSC ATTESTATION," which is self-explanatory.
2. In this connection, attention is invited to Section 96 of CSC MC 14, s. 2018 (2017 Omnibus Rules on Appointments and Other Human Resource Actions, As Amended) as further amended by CSC MC No. 21, s. 2019 provides that:

"Sec. 96. Agencies, except those conferred with PRIME-HRM Bronze/Silver/Gold award, shall not fill up vacancies resulting from promotion until the promotional appointments have been approved or validated by the CSC.
The Commission may also exempt other agencies based on meritorious cases.

As prior notice, promotional appointments submitted by agencies exempted from this provision shall include a notation stating that the employee shall be reverted to his/her former position in case the promotional appointment is disapproved/invalidated. Furthermore, appointment to a vacant position resulting from promotional appointment shall bear the notation that the appointment is subject to CSC attestation of the promotional appointment of the incumbent of the previous position."



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3. Furthermore, on June 13, 2018, the Commission granted DepEd an exemption to Section 30 and 96 of CSC MC 14, s. 2018, specifically for teaching positions through CSC Resolution No. 1800582, to wit:

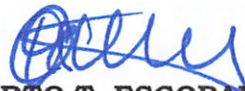
*“**WHEREFORE**, the Commission RESOLVES to GRANT the request of the Department of Education (DepEd) to be exempted from the provisions of Section 30 and 96 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA). Thus, the DepEd may publish anticipated vacant teaching positions earlier than sixty (60) days prior to actual vacancy.*

*The Commission FURTHER RESOLVES that as prior notice, the DepEd is directed to annotate its promotional appointments to indicate that the appointee shall be reverted to his/her former position in case the promotional appointment of the previous position holder is disapproved/invalidated. Furthermore, appointment to the entry Teacher I positions shall bear the notation that the appointment is subject to the CSC attestation of the promotional appointment of the previous position holder.”*

4. The Civil Service Commission (CSC) has requested supporting documents showing the number of appointments submitted to the CSC for attestation (in MS Excel format) over the last twelve (12) months with the following data/information to strengthen the Department’s justification:
  - a. Turnaround time of CSC action on DepEd appointments (date received and date released); and
  - b. Status (disapproved, approved, pending) if not yet acted upon.
5. Subsequently, all SDO-HRMOs are requested to submit reports **on or before September 4, 2024** through the link below to complete the necessary data in the designated SDO spreadsheet, and for consolidation and submission by this Office on September 6, 2024:

<https://bit.ly/DATA-NT-RTP-CSCATTESTATION>

6. Immediate dissemination of and compliance with this memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

*mb*  
*6*

Incl.: As stated



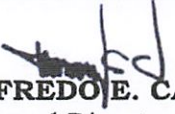
Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-1685**

TO : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**CHIEF, BHROD - PERSONNEL DIVISION**  
**ALL OTHERS CONCERNED**

ATTENTION : **HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)**

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

SUBJECT : **REQUEST FOR DATA ON APPOINTMENTS OF NON-TEACHING**  
**AND RELATED-TEACHING POSITIONS FOR CSC ATTESTATION**

DATE : 29 August 2024

In the past year, the Department of Education (DepEd) has been eagerly monitoring the status of hiring of personnel to ensure that the vacant teaching and non-teaching positions that have been created in DepEd offices and schools are filled-up and that the funding for such positions are fully utilized.

Based on field consultation and the recent conduct of the DepEd Personnel Audit (DPA), one of the identified reasons for non-filling-up of positions, particularly the non-teaching positions, is the ban on chain promotions and publication of anticipated vacancies. As of July 31, 2024, there are 74 Schools Division Offices (SDOs) or 31.5% out of the 235 DepEd offices are still on PRIME HRM Level I. This has led to the delay in filling-up of the vacated positions, further impeding the delivery of education services.

Section 96 of CSC MC 14, s. 2018 (*2017 Omnibus Rules on Appointments and Other Human Resource Actions, As Amended*) as further amended by CSC MC No. 21, s. 2019 provides that:

***“Sec. 96. Agencies, except those conferred with PRIME-HRM Bronze/Silver/Gold award, shall not fill up vacancies resulting from promotion until the promotional appointments have been approved or validated by the CSC.*”**



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**The Commission may also exempt other agencies based on meritorious cases.**

*As prior notice, promotional appointments submitted by agencies exempted from this provision shall include a notation stating that the employee shall be reverted to his/her former position in case the promotional appointment is disapproved/invalidated. Furthermore, appointment to a vacant position resulting from promotional appointment shall bear the notation that the appointment is subject to CSC attestation of the promotional appointment of the incumbent of the previous position.”*

It may be mentioned that on June 13, 2018, the Commission granted DepEd an exemption to Section 30 and 96 of CSC MC 14, s. 2018, specifically for teaching positions through CSC Resolution No. 1800582, to wit:

**“WHEREFORE,** the Commission **RESOLVES** to **GRANT** the request of the Department of Education (DepEd) to be exempted from the provisions of Section 30 and 96 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA). Thus, the DepEd may publish anticipated vacant **teaching positions** earlier than sixty (60) days prior to actual vacancy.

The Commission **FURTHER RESOLVES** that as prior notice, the DepEd is directed to annotate its promotional appointments to indicate that the appointee shall be reverted to his/her former position in case the promotional appointment of the previous position holder is disapproved/invalidated. Furthermore, appointment to the entry Teacher I positions shall bear the notation that the appointment is subject to the CSC attestation of the promotional appointment of the previous position holder.”

In reference to the above exemption and in view of emerging similar meritorious cases among other positions in the Department resulting from its commitment to augment the school-based non-teaching positions, this Office has submitted a request to the CSC that the same exemption to Section 30 and 96 CSC MC 14, s. 2018 be likewise granted to the DepEd to cover all non-teaching and teaching-related positions in all DepEd offices and schools nationwide.

To reinforce the Department’s justification on the merit of our request, the CSC has requested supporting documents showing the **number of appointments submitted to the CSC for attestation (in MS Excel format) over the last twelve (12) months with the following data/information:**

- a. Turnaround time of CSC action on DepEd appointments (date received and date released); and**
- b. Status (disapproved, approved, pending) if not yet acted upon.**

In view of the above, all ROs, SDOs, and CO BHROD-Personnel Division shall submit the *Data on Appointments to Non-Teaching and Related-Teaching Positions for CSC Attestation from September 1, 2023 to August 31, 2024* by accomplishing the template which can be downloaded from the link below [see *Template (for downloading)*]. Subsequently, RO-HRMOs are directed to submit on or before **September 6, 2024**

the consolidated report of the RO Proper and SDOs using the 'RO Summary Matrix' found in the same template.

You may access the OneDrive through this link to download the template and upload the consolidated reports in the designated regional folders:

[https://bit.ly/DataRequest\\_AppointmentsForCSCAttestation](https://bit.ly/DataRequest_AppointmentsForCSCAttestation)



Should you have further queries and clarifications, you may reach out to Ms. Carla Gob of the BHROD-HRDD at telephone number (02) 8470-6630 or email address [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

For strict compliance.

[HRDD/Gob]