



Personnel-RM-2025-123

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

19 February 2025

**Regional Memorandum**

No.123 s.2025

**FAST TRACKING OF APPOINTMENT AND FILLING UP  
OF ALL AUTHORIZED ITEMS**

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

Pursuant to the Joint Memorandum OSEC-HROD-OPS-2025-024 on the fast-tracking of appointment and filling-up of all authorized items, the following are hereby directed:

1. Prioritize and accelerate the hiring processes for all vacant teaching and non-teaching positions, including those under the FY 2024 budget, focusing on critical and high-need areas.
2. Submit a detailed compliance reports on filled and pending items, including challenges encountered and justifications for any delays by March 15, 2025, through this link: <https://bitly.cx/Xb8a>, which is the same link used for the weekly updating of data.
3. Address procedural bottlenecks in coordination with BHROD to ensure timely processing of appointments.
4. Continue recruitment processes during the election ban to ensure that all eligible candidates are ready for appointment immediately after the ban lifts on May 11, 2025.
5. Submit compliance report prior to the election ban and weekly updates on hiring progress starting May 17, 2025, through the same link as stated in No. 2.
6. Please exercise due diligence and ensure full compliance with the outlined timeliness and processes.
7. Immediate dissemination of and compliance with this Memorandum is desired.

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

08C/ROA/PT



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OFFICE OF THE SECRETARY

JOINT MEMORANDUM  
OSEC-HROD-OPS-2025- 024

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

**FROM :** ATTY. FATIMA LIPP D. PANONTONGAN  
*Undersecretary and Chief of Staff*

**WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development*

**MALCOLM S. GARMA**  
*Assistant Secretary, Office of the Undersecretary for Operations*



**SUBJECT :** FAST-TRACKING OF APPOINTMENT AND FILLING UP  
OF ALL AUTHORIZED ITEMS

**DATE :** 12 FEBRUARY 2025

1. Pursuant to the Department's mandate to ensure the timely and effective deployment of teaching personnel to address existing gaps and optimize instructional capacity, all Regional Offices and School Division Offices are hereby enjoined to adopt a strategic, phased approach to the filling up of vacant teaching positions, particularly in light of the impending election ban commencing on March 28, 2025, and concluding on May 11, 2025.
2. Following DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), all recruitment, selection, and appointment processes shall be expedited and structured into two distinct phases:

## Phase 1: Pre-Election Ban Appointment and Deployment (Immediate Action)

- a. *Prioritization and Acceleration of Hiring Processes* – Regional and Schools Division Offices shall ensure that all vacant teaching and non-teaching personnel items, including those newly created under the FY 2024 budget, are filled at the earliest possible time, with emphasis on critical and high-need areas.
- b. *Submission of Compliance Reports* – All Regional Directors shall submit a detailed report on filled and pending items, including challenges met and justifications for any delays, no later than March 15, 2025. The report shall specify the recruitment stage of unfilled items to ensure proper tracking and accountability.
- c. *Resolution of Procedural Bottlenecks* – Any impediments in the hiring process, including issues related to document processing, screening, and assessment, shall be immediately addressed in coordination with DepEd CO through Bureau of Human Resource and Organizational Development (BHROD).

## Phase 2: Post-Election Ban Recruitment and Selection Process, Appointment, and Deployment (Resumption of Appointments)

- a. *Continuation of Recruitment and Selection Process During Election Ban* – While the issuance of appointments is prohibited during the election ban, all recruitment and selection processes must continue uninterrupted, including screening, interviews, and ranking, so that eligible candidates are prepared for immediate appointment upon the lifting of the ban.
  - b. *Issuance of Appointments After May 11, 2025* – All appointments finalized before the election ban must be issued promptly on May 12, 2025, to ensure the swift deployment of teachers.
  - c. *Weekly Reporting and Monitoring Mechanism* – Beginning May 17, 2025, all Regional Directors shall submit weekly updates on hiring progress, including challenges encountered and recommended interventions to ensure full absorption of all allocated teaching positions.
3. All Regional Directors and Schools Division Superintendents are expected to exercise due diligence and oversight in executing these measures.
  4. For immediate dissemination and compliance.