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

July 5, 2022

REGIONAL MEMORANDUM

No. **783**, s. 2022

**INTERNAL GUIDELINES ON DEPARTMENT MEMORANDUM NO. 005, S. 2022,  
OR THE GRANT OF CONTINUING AUTHORITY FROM THE COMELEC  
TO APPOINT, HIRE NEW EMPLOYEES, AND TRANSFER OR DETAIL  
OF DEPED PERSONNEL DURING THE ELECTION PERIOD OF  
THE 2022 NATIONAL AND LOCAL ELECTIONS**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum (DM-HROD-2022-1216) dated 13 June 2022 with the subject: **Internal Guidelines on Department Memorandum No. 005, s. 2022, or the Grant of Continuing Authority from the COMELEC to Appoint, Hire New Employees, and Transfer or Detail of DepEd Personnel During the Election Period of the 2022 National and Local Elections.**

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

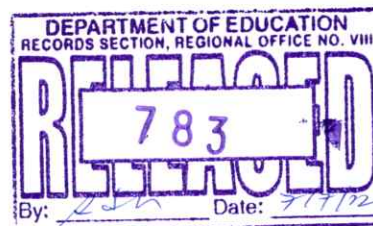
  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosure: As stated

Reference: As stated

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

- APPOINTMENT
- COMELEC
- ELECTION PERIOD
- INTERNAL GUIDELINES
- NEW EMPLOYEES
- TRANSFER



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Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT


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 Date / Tracking No.  
 Signature

MEMORANDUM  
DM-HROD-2022-1216

TO : BHRD Personnel Division  
 Regional Offices  
 Schools Division Offices  
 All Others Concerned

OFFICE OF THE DIRECTOR IV  
 Date and Time Received  
 Date and Time Released  
 Signature  
 Signature

RECEIVED  
 PERSONNEL SECTION  
 DATE 6/23/22 TIME 10:15 am  
 W

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

  
 Atty. REVSEE A. ESCOBEDO  
 Undersecretary for Field Operations, Palarong Pambansa  
 Secretariat, and DEACO

SUBJECT : INTERNAL GUIDELINES ON DEPARTMENT  
 MEMORANDUM NO. 005, S. 2022, OR THE GRANT OF  
 CONTINUING AUTHORITY FROM THE COMELEC TO  
 APPOINT, HIRE NEW EMPLOYEES, AND TRANSFER OR DETAIL  
 OF DEPED PERSONNEL DURING THE ELECTION PERIOD OF  
 THE 2022 NATIONAL AND LOCAL ELECTIONS

DATE : 13 June 2022

This has reference to the Department Memorandum No. 005, s. 2022 entitled "The Grant of Continuing Authority from COMELEC to Appoint, Hire New Employees, and Transfer or Detail of DepEd Personnel during the Election Period of the 2022 National and Local Elections."

In this connection, the Department of Education issues the following internal guidelines and measures to ensure the correct process of routing and signing of appointment documents relevant thereto:

- a. The appointment, designation, and reassignment orders from the field office shall be recommended by the head of the originating office. **The transmittal/cover letter signed by the Schools Division Superintendent (SDS) shall indicate among others the reasons or justifications for the request for approval and the signature of the Secretary.**

- b. All documents from the originating office must be transmitted to the Central Office, through the Office of the Undersecretary for Field Operations for review. These shall include a collated list of employees or officers for transfer or designation (*see attached Annex A*) and a list of recommended appointees (*see attached Annex B*). Appointment papers should be duly filled up, except for the signature of the appointing authority, and must be based on the letterhead of the originating office.
- c. The Office of the Undersecretary for Field Operations shall endorse all the evaluated documents to the Office of the Secretary for approval and signature.
- d. Following the approval from the Office of the Secretary, the Office of the Undersecretary for Field Operations shall then notify the originating office once the signed documents are ready for pick-up and/or delivery through courier service, and furnish the Personnel Division with all the pertinent documents.
- e. The Personnel Division shall submit the necessary documentary requirements to the COMELEC per Resolution No. 10742, **within three (3) days** from the date of the approval designation and re-assignment order signed by the Secretary.
- f. In compliance with the Civil Service Commission Rules on the Appointment, the Schools Division Offices shall submit the appointment papers for attestation and prepare a report to be submitted to their respective Civil Service Field Offices.
- g. The effectivity of these internal guidelines shall cover the following dates:

<b>Hiring and Appointment</b>	<b>March 25, 2022, to May 08, 2022</b>
<b>Transfer and Detail</b>	<b>January 09, 2022, to June 08, 2022</b>

For questions and clarifications, kindly contact the Regional Operations Secretariat through email at ([usec.regops@deped.gov.ph](mailto:usec.regops@deped.gov.ph)) or the Personnel Division at ([bhrod.pd@deped.gov.ph](mailto:bhrod.pd@deped.gov.ph)) copy furnished ([usec.hrod@deped.gov.ph](mailto:usec.hrod@deped.gov.ph)).

Please be guided accordingly.

[BHROD-OD/LASAM]