



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

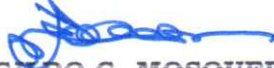
January 10, 2025

**DIVISION MEMORANDUM**  
OSDS 011, s. 2025

**DISSEMINATION OF DEPED ORDER NO. 021 S. 2024 (AMENDMENTS TO  
DEPED ORDER NO. 007, S. 2023)**

To: Assistant Schools Division Superintendent  
Chiefs of CID and SGOD  
Cluster Heads and School Heads  
Members of HRMPSB  
Teaching and Nonteaching Personnel  
All Other Concerned Personnel  
This Division

1. Enclosed is DepEd Order No. 021, s. 2024 titled **Amendments to DepEd Order No. 007, s. 2023**, for the information and guidance of all concerned.
2. Immediate dissemination of and strict compliance with the said Order is directed.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: As stated.  
Reference: DepEd MSP (DepEd Order No. 019, s. 2022)  
To be indicated in the *Perpetual Index* under the following subjects:

AMENDMENTS	GUIDELINES	SELECTION
APPOINTMENTS	RECRUITMENT	

ZBP/ADMIN-OSDS/DM/ DISSEMINATION OF DEPED ORDER NO. 021 S. 2024 (AMENDMENTS TO DEPED ORDER NO. 007, S. 2023)/January 10, 2025



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-562-4880; 0919-065-6425  
**Email:** tacurong.city@deped.gov.ph



Republic of the Philippines  
**Department of Education**

DEC 23 2024

DepEd O R D E R  
No. 021, s. 2024

**AMENDMENTS TO DEPED ORDER NO. 007, S. 2023**  
(Guidelines on the Recruitment, Selection, and Appointment  
in the Department of Education)

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Division Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Committed to ensure timely and efficient filling-up of vacant positions, the Department of Education (DepEd) issues the **Amendments to DepEd Order (DO) No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)**.

2. It is the policy of the Department to ensure that all vacant positions be filled without delay. These guidelines shall further facilitate the hiring process in DepEd in accordance with the existing laws, Civil Service Commission (CSC) rules and regulations, the Agency Merit Selection Plan (MSP) pursuant to DO 019, s. 2022, and other issuances governing the recruitment, selection, and appointment in the Department.

3. It shall be reiterated that DO 007, s. 2023 governs the guidelines, procedures, and criteria in the recruitment, selection, and appointment of personnel in the following positions:

- a. Teacher I positions in the Kindergarten, Elementary, Junior High School (JHS), and Senior High School (SHS) levels, including Alternative Learning System (ALS);
- b. School Administration (SA) positions;
- c. Related-Teaching (RT) positions; and
- d. Nonteaching (NT) positions.

4. Further, DO 007, s. 2023 excludes the process and criteria for selection and promotion to the following positions:

- a. Higher teaching positions in the Kindergarten, Elementary, JHS, and SHS, namely:
  - i. Teacher II, III, IV, V, VI, and VII;
  - ii. Master Teacher I, II, III, IV, and V;

- iii. Special Science Teacher<sup>1</sup> (SST) I and II;
- iv. Special Needs Education Teacher<sup>2</sup> (SNET) I, II, III, IV, and V;
- b. Reclassification of Teaching and School Head positions; and
- c. Career Executive Service (CES) positions.

The existing guidelines for the hiring and promotion to higher teaching and school administration positions, through natural vacancy or reclassification of positions, shall remain in full force and in effect, unless otherwise modified or amended by subsequent issuances in view of the promulgation of Executive Order (EO) No. 174 on Establishing the Expanded Career Progression System for Public School Teachers, and its Implementing Rules and Regulations (IRR) and/or other laws and guidelines.

### **Call for Applications for Teacher I Positions**

5. A pool of qualified applicants for Teacher I positions shall be made available throughout the school year. As such, calls for application, assessment of teacher applicants, and preparation and posting of the Comparative Assessment Results – Registry of Qualified Applicants (CAR-RQA) positions shall be done as soon as the existing CAR-RQA for a certain level or subject/learning area has been exhausted.

6. In the filling up of newly created positions for a particular school year, Schools Division Offices (SDOs) shall be authorized to initiate a Call for Applications as early as October of the previous year depending on the usual volume of applications received by the SDO. This shall allow the SDOs to study the profile, qualifications, and specializations of the applicants vis-à-vis the teacher needs analysis and employ necessary strategies and action steps prior to the school opening to ensure adequate number of applicants for a certain level, key stage, and subject/learning area or specialization and to mitigate instances of mismatch in specialization.

7. In addition to Section 16 of DO 007, s. 2023, the call for application as well as the official publication and posting of vacancies shall include the following information:

- a. Key stage or grade level to be handled;
- b. Subject/learning area specialization (including in early grades) such as Kindergarten or Early Childhood Education; Filipino, English, Mathematics, Science, and other subject area specialization; SHS strand and area specialization;
- c. Specific program to be handled such as, but not limited to, Kindergarten or Early Childhood Education, ALS, Special Needs Education (SNEd), Madrasah, Indigenous People's Education (IPEd);
- d. Language proficiency requirement; and
- e. Specialized skills and qualifications needed such as, but not limited to, proficiency in Filipino Sign Language (FSL),<sup>3</sup> knowledge on the use of assistive technology or special learning aids, among others.

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<sup>1</sup> Created pursuant to RA 10612 also known as the "Fast-Tracked S&T Scholarship Act of 2013"

<sup>2</sup> Formerly Special Education Teacher renamed pursuant to RA 11650, "Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act"

<sup>3</sup> Pursuant to RA 11106 also known as the "Filipino Sign Language Act" and its IRR

## **Documentary Requirements for Application**

8. For positions requiring Performance Rating, Section 20(i) of DO 007, s. 2023 shall be clarified such that the applicant must submit a photocopy of the Performance Rating covering one year complete performance rating period acquired in the current or latest position prior to the date of submission. For applicants whose previous job uses other performance appraisal tools in which the rating period follows a semestral or quarterly cycle, one year performance shall be equivalent to two or four performance ratings, respectively.

9. In addition to the application of documentary requirements enumerated in Section 20 of DO 007, s. 2023, applicants to School Principal and Assistant School Principal positions shall be required to submit a photocopy of the Certificate of Rating (COR) or a copy of the DepEd Memorandum or Issuance on the Results of the National Qualifying Examination for School Heads (NQESH) or Principal's Test bearing the name of the applicant.

10. To relieve applicants from unnecessary costs incurred during the application process, the Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of a document submitted, as required under Section 20(j) of DO 007, s. 2023, shall no longer be required to be notarized. The aforesaid document shall henceforth be required to be sworn before any public officer authorized to administer oath pursuant to Book I, Chapter 10, Section 41<sup>4</sup> of EO 292, as amended by Republic Act (RA) No. 6733 and as further amended by RA 10755.

## **Hiring of Provisional Teachers**

11. Pursuant to Section 8 of RA 10533 titled Enhanced Basic Education Act of 2013, the hiring of non-licensed graduates of science, mathematics, statistics, engineering, music, and other degree courses under provisional appointment in specialized subjects in the elementary and secondary education with shortage of qualified Licensure Examination for Teachers (LET) applicants **shall be allowed**, subject to existing CSC rules and regulations on provisional appointments or as may be provided by law.

12. The Call for Application to vacant Teacher I positions in **both Elementary and Secondary levels** shall specify that non-licensed applicants may participate in the hiring process, subject to the parameters and conditions of provisional appointment.

a. Provisional appointments shall **only** be given to applicants who meet the 50-point cut-off score in the comparative assessment conducted by the Human Resource Merit Promotion and Selection Board (HRMPSB) and/or its sub-committee/s.

b. Pursuant to Section 10(b) of CSC Memorandum Circular (MC) No. 14, s. 2018 titled 2017 Omnibus Rules on Appointments and Other Human

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<sup>4</sup> SEC. 41. Officers Authorized to Administer Oath. – The following officers have general authority to administer oaths: President; Vice President; Members and Secretaries of both Houses of Congress; Members of the Judiciary; Secretaries of Departments; provincial governors and lieutenant-governors; city mayors; municipal mayors; bureau directors; regional directors; clerks of courts; registrars of deeds; other civilian officers in the public service of the government of the Philippines whose appointments are vested in the President and are subject to confirmation by the Commission on Appointments; all other constitutional officers; and notaries public. The punong barangay is authorized to administer the oath of office of any government official including the President of the Philippines.

Resource Actions (ORAOHRA), Revised July 2018, provisional appointments shall only be given to an appointee who meets all the requirements of the position except the eligibility, but only in the absence of a qualified eligible actually available who is willing to accept the appointment, as certified by the Schools Division Superintendent (SDS).

**Use of CAR-RQA in the Appointment and Deployment of Teachers**

13. Appointment shall be guided by the CAR-RQA prepared by the HRMPSB, and in the exercise of sound discretion, the appointing officer/authority shall select, insofar as practicable, the candidate deemed most qualified for appointment with due consideration of the following factors:

a. Merit and Fitness.

i. Specialization. Appointment shall primarily be based on the required competencies to effectively deliver the relevant content in the appropriate key stages, such as but not limited to:

- Appropriate key stage or grade level;
- Subject/learning area specialization (including in early grades);
- Knowledge and qualifications in handling specific programs such as Kindergarten or Early Childhood Education, ALS, SNEd, Madrasah, and IPEd;
- Language proficiency; and
- Other specialized skills and qualifications needed such as but not limited to FSL proficiency, knowledge on the use of assistive technology or special learning aids, among others.

ii. PBET/LET/LEPT. Priority shall be given to qualified eligible applicants who possess the appropriate specialization. Further, the hiring of provisional teachers shall only be allowed in the absence of applicants who possess the appropriate eligibility, as follows:

<b>Level</b>	<b>Eligibility Requirement</b>	<b>Appointment Status</b>
Elementary	RA 1080 (Teacher) – Elementary/Secondary	Permanent, if eligible  Provisional, if not eligible (but only in the absence of qualified eligible applicants)
Secondary (Junior and Senior High School)	RA 1080 (Teacher) – Secondary	

As such, a separate CAR-RQA shall be prepared for non-LET applicants. It shall only be used in the absence of LET-eligible applicant with appropriate specialization.

b. Localization Law pursuant to RA 8190. Priority shall be given to qualified appointees who are bonafide residents of the barangay,

municipality, city, or province, in that order, in the appointment and assignment of teachers to elementary and secondary schools.

- c. Special Hiring Arrangements. In view of recent developments in DepEd policies pertaining to beneficiaries of national programs and/or agreements, Section 58(c) of DO 007, s. 2023 shall be amended to read as:

**Other laws or provisions of the law, national policies, and/or agreements entered into by DepEd with other government agencies and/or nongovernment organizations which grant priority in the appointment.**

**Special hiring arrangements that fall under the purview of Section 58(c) of DO 007, s. 2023 shall only apply to agreements entered into by DepEd at the national level.**

**Further, priority in the appointment granted to beneficiaries of such laws, national policies and programs, and/or agreements shall only apply to teacher applicants listed in the CAR-RQA, unless otherwise explicitly stated in the agreement and/or DepEd issuance for such purpose. Appointment and deployment of beneficiaries shall likewise take into consideration the aforementioned conditions particularly on specialization requirements and Localization Law.**

**Anent to this, beneficiaries of the following programs shall undergo the assessment for purposes of identifying professional development needs, but shall be exempted from the 50-point cut-off score provision:**

- **4Ps Program of the Department of Social Welfare and Development;**
- **“Sa Pinas Ikaw ang Ma’am at Sir” (SPIMS) Employment Program of the Department of Migrant Workers; and**
- **RA 7687 and RA 10612 Scholarship Programs of the Department of Science and Technology - Science Education Institute.**

14. Priority shall likewise be given to qualified applicants who previously served as Local Government Unit (LGU)-funded teachers, Learning Support Aides (LSAs), and volunteer teachers; provided they possess the appropriate specialization and other specific skills and qualification requirements. Furthermore, Community ALS Implementers (CAIs), learning facilitators, and Inclusive Learning Resource Center (ILRC) personnel shall be given priority in filling up teaching positions assigned to ALS Program and Special Needs Education.

**Enabling Mechanisms in Fast-Tracking the Filling Up of Teacher I Positions**

15. The HRMPSB Chairperson or the Assistant Schools Division Superintendent (ASDS) shall oversee and manage the entire recruitment and assessment process.

16. SDO HRMPSBs may create sub-committee/s, insofar as practicable, to assist in the receipt of applications, initial evaluation, and comparative assessment.

17. Consistent with the provision of Section 90 of DO 19, s. 2022, a special HRMPSB for all teaching positions with the following composition shall be created:

<b>Governance Level</b>	<b>SPECIAL HRMPSB (Teaching Position)</b>
Schools Division Office; and School	<p>Chairperson:</p> <ul style="list-style-type: none"> <li>a. Assistant Schools Division Superintendent</li> </ul> <p>Members:</p> <ul style="list-style-type: none"> <li><b>b. Chief of the Curriculum Implementation Division</b></li> <li>c. School Head where the vacancy exists</li> <li>d. Administrative Officer V for the Administrative Services Section</li> <li>e. Administrative Officer IV (HRMO)</li> <li>f. Representative of accredited employee's union/association belonging to the teaching group</li> </ul> <p>Secretariat:</p> <p>Selected personnel from HR/Administrative Services Section as designated by the HRMPSB Chair</p>

18. The HRMPSB or sub-committee/s may consult and employ the assistance of external or independent resource persons or subject matter experts who have working knowledge of the specific competencies required by the positions to be filled in determining the best and most qualified candidate for appointment.

For applicants who may be assigned in schools located in Indigenous Peoples (IP) communities and/or serving IP learners, the HRMPSB or sub-committee may appropriately consult with IP elders/leaders recognized by the community to verify and better assess such applications in reference to the applicants' fitness to handle IP education.

19. Pursuant to CSC Resolution No. 1800582 dated June 13, 2018, SDOs shall observe the implementation of the exemption to Section 30 and 96 of the CSC ORAOHRA granted to DepEd on the publication of anticipated vacancies in the teaching position and ban on chain promotion.

Specifically, anticipated vacancies in the teaching positions may be published and posted earlier than the allowable period prior to actual vacancy.

SDOs may likewise fill up vacancies resulting from promotion pending CSC approval or validation of the promotional appointment; provided, that the promotional appointment be annotated, as prior notice, to indicate that the appointee shall be

reverted to their former position in case the promotional appointment of the previous position holder is disapproved or invalidated. Furthermore, appointments to 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.

20. SDOs who have exhausted their CAR-RQA but still have remaining vacant positions to fill up may employ the following strategies:

- a. Conduct a quick updating of the CAR-RQA by requiring applicants who obtained a score below the 50-point cut-off to update their credentials.
- b. Through an applicant sharing system, extend the call for applications to nearby SDOs to attract the remaining applicants in their CAR-RQA; provided the applicant expresses intent to apply and teach outside their city/municipality. The applicant's CAR-RQA score in the originating SDO shall be honored. They shall not be required to undergo assessment; provided they possess the appropriate specialization and other specific skills and qualifications requirements.

21. Remaining applicants in the current CAR-RQA who were not appointed in the current school year, including those who did not meet the cut-off score, shall be given an option to carry over their CAR-RQA scores and/or update their credentials without having to undergo the entire hiring process for the next school year; provided, they submit a Letter of Intent to participate in the succeeding hiring process.

#### **Hiring of Substitute Teachers**

22. Pursuant to Section 10(d) of the CSC ORAOHRA, a substitute appointment shall be issued to an appointee when the regular incumbent of the position is temporarily unable to perform the duties of the position. It shall be effective until the return of the incumbent.

**Appointees to substitute teaching positions shall be required to possess the appropriate RA 1080 (Teacher) eligibility.**

23. In accordance with Section 94 of the CSC ORAOHRA, Section 29 Part V(D) – *Comparative Assessment of Applicants* of the DepEd MSP states that:

**29. All applicants who passed the initial evaluation shall be subject to the comparative assessment of the HRMPSB, except for the following appointments:**

- a. Substitute appointment due to its duration and emergency in nature.**

Hence, only qualified applicants who passed the initial evaluation vis-à-vis the CSC-approved Qualification Standards (QS), including the Eligibility, shall be appointed as substitute teachers.

24. To ensure timely appointment of substitute teachers, SDOs shall get the possible substitute appointees from the remaining applicants in the CAR-RQA,



including those who have undergone the hiring process but did not meet the cut-off score.

25. They shall be deployed to the school where the teacher incumbent who is on leave of absence is assigned.

26. Regardless of the position and corresponding Salary Grade (SG) of the teacher who filed a leave of absence, the substitute teacher shall assume the position of Teacher I, with an equivalent salary of SG-11.

### **Appointment to School Principal Positions**

27. First appointments to School Principal positions, whether through natural vacancy or reclassification, shall require candidates to pass the DepEd-administered school head assessment.

As such, it shall be reiterated that only passers/eligible of the NQESH, Principal's Test, or other school head assessment(s) that may so be required in the future, shall be eligible for first appointment to School Principal positions.

Appointments to School Principal positions made at the time when a DepEd-administered examination is not yet required shall remain valid. Incumbents of such appointments, having been performing the function as School Principal, shall no longer be required to pass the NQESH, Principal's Test, or any school head examination when applying for promotion to higher School Principal positions.

### **Computation of Written Examination for School Administration Positions**

28. Section 8(a) of Enclosure No. 3 of DO 007, s. 2023 provides that [f]or the purpose of hiring and appointment to entry-level school principal positions, the applicant's score in the Principal's Test/National Qualifying Examination for School Heads (NQESH) or a similar standardized examination nationally administered by DepEd shall be the basis for scoring the component on Written Examination (10 points).

In view of the use of the percentage score, rather than the numerical/raw score, as reflected in the official CORs of FY 2021 NQESH passers and onwards, the Written Examination (*WE*) component of the comparative assessment for School Principal I position shall be computed by multiplying the percentage score by the Weight Allocation (*WA*), as illustrated below:

$$\mathbf{Points}_{(WE)} = X_{NQESH} * WA_{(WE)}$$

Where:

$X_{NQESH}$  = NQESH percentage score

$WA$  = Weight Allocation for *WE*

The computation above shall apply to all NQESH results that may use the percentage score in the COR. The computation of points as indicated in the Section 8(a) of Enclosure No. 3 of DO 007, s. 2023 shall apply to all applicants who passed the previous years' Principals' Test/NQESH, which use the raw scores in the COR.

### **Additional Guidelines on the Issuance of Appointment**

29. An appointment issued shall take effect immediately on the date it was signed by the appointing officer/authority. The date of signing shall be indicated below the signature of the appointing officer/authority in the appointment form.

30. Once signed, the HRMO shall officially endorse the appointment to the appointee within three working days, with the information on the submission of the following pre-employment requirements:

- a. Duly accomplished and updated Personal Data Sheet (PDS) (CSC Form 212 revised 2017) with Work Experience Sheet;
- b. Position Description Form (PDF) (DBM-CSC Form No. 1 revised 2017);
- c. Oath of Office (CS Form No. 32 revised 2018);
- d. Certification of Assumption to Duty (CSC Form No. 4 revised 2018);
- e. Service Record (if applicable);
- f. Certification of Leave Credits (if applicable);
- g. Clearance Form/Certificate (if applicable);
- h. Authority to Transfer (if applicable); and
- i. Other documents as may be required.

31. Duly approved appointments shall be announced a day after the issuance of the appointment through the posting of a Notice of Appointments Issued (NAI) in the bulletin boards and through other modes such as, but not limited to, the DepEd website, office website, or other official social media accounts. The NAI shall remain posted for at least 15 calendar days following such posting.

32. An appointment issued by the appointing officer/authority may be cancelled if the appointee does not assume office or report within 30 calendar days from receipt of the written notice of the appointment.

33. The cancellation of the appointment shall be reported by the HRMO to the CSC for record purposes. The position is automatically deemed vacant upon cancellation of the appointment by the appointing officer/authority without the need for approval or declaration by the Commission. The HRMPSB may redeliberate, and the appointing officer/authority may select from among the remaining top-ranking candidates for the position or order the re-publication of the vacant position pursuant to RA No. 7041.

34. Officials or employees who are on official leave of absence, training or scholarship grant, whose appointment shall be effective upon assumption or upon return from official leave of absence, scholarship or training, shall be exempt from this provision.

### **Other Amendments**

35. Enclosure 4 of DO 007, s. 2023 (Criteria and Point System for Hiring and Promotion to Related-Teaching Positions)

Table 1. Point System for Evaluative Assessment: Related-Teaching Positions (p.1) shall be rectified such that the header of Column 3 which reads as 'SG 16-23 and SG 27' be corrected to 'SG 16-22', as follows:

**Table 1. Point System for Evaluative Assessment: Related-Teaching Positions**

Criteria	Breakdown of Points		
	SG 11-15	SG 16-22	SG 24 (Chief)
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	25
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	15	10
g. Application of L&D	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	15
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

36. Enclosure 5 of DO 007, s. 2023 (Criteria and Point System for Hiring and Promotion to Non-Teaching Positions)

Table 1. Point System for Evaluative Assessment: Non-Teaching Positions (p.1) shall be rectified such that the header of Column 4 which reads as 'SG 10-22 and SG 27' be corrected to 'SG 10-23 and SG 27' to cover the positions such as Attorney IV, Medical Officer IV, and Vocational School Administrator II with an equivalent salary grade of SG-23 and the Executive Director II position under the Teacher Education Council Secretariat with an equivalent salary grade of SG-27. The corrected table shall be as follows:

**Table 1. Point System for Evaluative Assessment: Non-Teaching Positions**

Criteria	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-23 and SG 27	SG 24 (Chief)
a. Education	5	5	5	10
b. Training	5	5	10	5
c. Experience	20	20	15	15
d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education	-	10	10	10
g. Application of L&D	-	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20	20
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

37. The List of DepEd Authorized Positions enumerated in Annex A of DO 007, s. 2023 shall be corrected such that the Chief Education Program Supervisor position be listed and categorized under the **Related-Teaching** positions rather than under Non-Teaching positions. An updated list of DepEd authorized related-teaching positions is provided in the Enclosure.

## **Monitoring and Evaluation**

38. The Heads of Office shall be responsible for the effective dissemination of this issuance to all HRMPSB members, sub-committees, and relevant stakeholders, ensuring they are informed of the amendments herein. Appropriate capability-building interventions may be conducted to facilitate the smooth execution of this Order. They shall regularly monitor strict adherence to these guidelines and establish a systematic feedback mechanism to evaluate, address, and report implementation and policy issues that may arise.

39. Issues and concerns in relation to recruitment, selection, and appointment shall be officially documented and resolved accordingly, subject to the applicable CSC rules and regulations. The appointing officer/authority shall be guided on the decision on appointments by Rules 17 and 18 of CSC Resolution No. 1701077 dated July 3, 2017 (Rules on Administrative Cases in the Civil Service [2017 RACCS]). Furthermore, the HRMPSB shall be responsible for responding to queries and concerns related to the comparative assessment, while the HRMO shall be responsible for addressing concerns on publication and posting of vacant positions, receipt of applications, and the initial evaluation process vis-à-vis the QS.

40. The Bureau of Human Resource and Organizational Development - Human Resource Development Division (BHROD-HRDD), together with the RO HRDD and HRD under School Governance and Operations Division (SGOD) in the SDO, shall regularly monitor and evaluate existing policies, guidelines, rules, and regulations on the recruitment, selection, and appointment. In addition, both RO and SDO HRMPSBs may also submit their policy recommendations to BHROD-HRDD whenever deemed necessary.

41. The result of the policy evaluation and consolidated recommendations shall be consulted by the BHROD-HRDD with the CSC and other government agencies concerned.

42. The BHROD-HRDD shall recommend policy actions on the HR management rules and regulations to the Office of the Secretary that serve the best the interest of the Department.

## **Repealing and Effectivity Clauses**

43. All other provisions stated in DO 007, s. 2023 shall remain in full force and effect unless otherwise amended by other DepEd issuances.

44. All provisions of the relevant DepEd Orders, rules and regulations, and other related issuances that pertain to the recruitment, selection, and appointment in the Department of Education, which are inconsistent with this Order and its provisions, are repealed, rescinded, or amended accordingly.

45. This DepEd Order shall take effect immediately upon its approval and after publication on the DepEd website and registration with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

46. For more information, please contact the **Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD)**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or telephone number (02) 8470-6630.

47. Immediate dissemination of and strict compliance with this Order is directed.

**SONNY ANGARA**  
Secretary

Encl.:

As stated

Reference:

DepEd Order (No. 007, s. 2023)

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

APPOINTMENT  
BUREAUS AND OFFICES  
HIRING  
POLICY  
SELECTION



**LIST OF DEPED AUTHORIZED POSITIONS  
Related Teaching Positions**

*Note: Based on the DepEd GMIS and BHROD Classification as of February 15, 2021*

<b>Position Title</b>	<b>Salary Grade</b>
Chief Education Supervisor	24
Chief Education Program Specialist	24
Education Program Supervisor	22
Public Schools District Supervisor	22
Supervising Education Program Specialist	22
Senior Education Program Specialist	19
Senior Science Research Specialist	19
Vocational Instruction Supervisor III	18
Vocational Instruction Supervisor II	17
Education Program Specialist II	16
Guidance Coordinator III	16
Science Research Specialist II	16
Science Research Technician IV	16
Vocational Instruction Supervisor I	16
Guidance Coordinator II	15
School Farming Coordinator III	15
Teacher Credentials Evaluator II	15
Guidance Coordinator I	14
School Farming Coordinator II	14
Guidance Counselor III	13
School Farming Coordinator I	13
Science Research Technician III	13
Teacher Credentials Evaluator I	13
Crafts Education Demonstrator II	12
Education Program Specialist I	12
Guidance Counselor II	12
Guidance Counselor I	11
Science Research Technician II	11
Teaching-Aids Specialist	11
Crafts Education Demonstrator I	10
Education Research Assistant II	10
School Farm Demonstrator	10