



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**


February 29, 2024

DIVISION MEMORANDUM  
No. 176, s. 2024

**REITERATION OF EXISTING RULES AND POLICIES ON HUMAN RESOURCE  
MOVEMENTS AND APPOINTMENTS IN THE DEPARTMENT OF EDUCATION**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Division Unit Heads  
Public Schools District Supervisors  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
Others Concerned

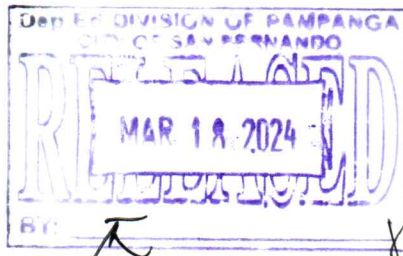
1. Attached is Memorandum DM-OUHROD-2024-0440 dated March 13, 2024, from Wilfredo E. Cabral, Regional Director, Officer-In-Charge, the Office of the Undersecretary, Human Resource and Organizational Development, Department of Education (DepEd), titled "*Reiteration on Existing Rules and Policies on Human Resource Movements and Appointments in the Department of Education,*" content of which are self-explanatory.
2. Relative thereto, the Schools Division of Pampanga strongly asserts that all HR services and requests in the Division do not require payment of fees.
3. For information and wide dissemination.

  
**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated.

AOAS/03-22-24

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Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-0440**

TO : **Undersecretaries**  
**Assistant Secretaries**  
**Regional Directors**  
**Schools Division Superintendents**  
**Human Resource Management Officers**  
**All Others Concerned**

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

SUBJECT : **REITERATION ON EXISTING RULES AND POLICIES ON HUMAN  
RESOURCE MOVEMENTS AND APPOINTMENTS IN THE  
DEPARTMENT OF EDUCATION**

DATE : 13 March 2024

The Department of Education (DepEd) has received numerous complaints concerning illegal and unethical practices in the human resource (HR) processes on recruitment and movements, which include the direct or indirect receiving of monetary fees or other valuable things in exchange for securing a permanent position (teaching or non-teaching item), and approval of transfer requests of teachers in the Department.

In this connection, the Department would like to apprise all concerned individuals that such acts are illegal and considered a violation of Section 2 (2), Article IX (B) of the 1987 Constitution of the Republic of the Philippines, which provides that "*appointments in the Civil Service shall be made only according to merit and fitness*," which the Department is in strict adherence with, as evident in the existing rules and regulations under DepEd Order No. 007, series of 2023, and DepEd Order No. 19, series of 2022.

Furthermore, anchored on DO No. 22, s. 2013 (*Revised Guidelines on the Transfer of Teachers From One Station to Another*), the HROD strand released a Memorandum (DM-OUHROD-2023-1763) dated 15 November 2023, simplifying the processes of approval of the transfer of teachers from one school to another.

As such, please be reminded that **all HR services and requests do not require payment of fees.**

All concerned individuals are highly encouraged to immediately report any similar incidents and/or violations of said policies to the Bureau of Human Resource and Organizational Development through the email addresses: [usec.hrod@deped.gov.ph](mailto:usec.hrod@deped.gov.ph). and [bhrod.od@deped.gov.ph](mailto:bhrod.od@deped.gov.ph).

**For information and strict compliance.**

