



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
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Office of the Schools Division Superintendent

July 12, 2022

DIVISION MEMORANDUM

No. 100, s. 2022

DISSEMINATION OF MEMORANDUM DM-HROD-2022-1571 CUM INTERIM STRATEGIES AND PROTOCOLS ON TEACHER HIRING FOR SCHOOL YEAR (SY) 2022-2023 IN VIEW OF THE STATE OF PUBLIC HEALTH EMERGENCY AND ISSUANCE OF DEPED MERIT SELECTION PLAN

To: Rebecca C. Sagot – Assistant Schools Division Superintendent
Division Chiefs – CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary Schools Heads
All Concerned

Attached herewith is a copy of Memorandum DM-HROD-2022-1571 dated June 22, 2022 from the Office of the Undersecretary of Human Resource and Organizational Development, DepEd Central Office providing the updates and directives about the ways forward of hiring and selection of teachers for School Year 2022-2023.

For your information and strict compliance. Immediate dissemination of this memorandum is desired.


DEE D. SILVA, DPA, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
ASD-2022-033

To : Schools Division Superintendents

Subject: INTERIM STRATEGIES AND PROTOCOLS ON TEACHER HIRING
FOR SCHOOL YEAR (SY) 2022-2023 IN VIEW OF THE STATE
OF PUBLIC HEALTH EMERGENCY AND ISSUANCE OF DEPED
MERIT SELECTION PLAN

Date : July 04, 2022


In compliance to Memorandum DM-HROD-2022-1571 dated June 22, 2022 from the Office of the Undersecretary for Human Resource and Organizational Development, the Management of all Schools Division Offices are respectfully directed by this Regional Office to implement the action steps enumerated thereto in the said memorandum.

The above-stated memorandum covers the following concerns of the DepEd field offices, particularly on the ways forward of hiring and selection of teachers, to wit:

1. Applicable Hiring Guidelines for Teaching Positions in SY 2022-2023;
2. Publication and Posting of Vacant Items and Transmittal of Action on Appointment;
3. Submission and Receipt of Applications;
4. Selection Committee Panel Interview, Demonstration Teaching, and Deliberations;
5. Conduct of English Proficiency Test (EPT);
6. Establishment of the RQA for SY 2022-2023; and
7. Reappointment (Renewal) of SHS with Provisional Appointments.

For information and compliance.

By the Authority of the Regional Director:


ROY T. ENRIQUEZ, EdD
Chief Administrative Officer
Officer-In-Charge

Enclosed: As stated

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Republika ng Pilipinas


Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2022-1571

FOR : Regional Directors
Schools Division Superintendents
All Others Concerned

04 JUL 2022
✓ J. 25

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

SUBJECT : Interim Strategies and Protocols on Teacher Hiring for School
Year (SY) 2022-2023 in view of the State of Public Health
Emergency and Issuance of DepEd Merit Selection Plan

DATE : 22 June 2022

Pursuant to the Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF) Resolution No. 163-A dated 27 February 2022 imposing the *National Implementation of Alert Level System for COVID-19 Response*, and the recent issuance of **DepEd Order (DO) No. 19, s. 2022** (*The Department of Education Merit Selection Plan*) and the **DepEd Memorandum (DM) No. 41, s. 2022** on the *Transitory Measures on the Implementation of DO No. 19, s. 2022*, the following actions are directed to be implemented by the DepEd field offices so as not to hamper the *teacher recruitment, selection, and placement (RSP) operations* of the Department of Education (DepEd) amidst the still ongoing State of Public Health Emergency per Proclamation No. 922, s. 2022:

1. Applicable Hiring Guidelines for Teaching Positions in SY 2022-2023

- a. In reference to DM No. 41, s. 2022 on the adoption of *Transitory Measures on the Implementation of DepEd Merit Selection Plan (MSP)*, the existing hiring guidelines for teaching positions in Kindergarten to Senior High School (SHS), as stipulated in the issuances enumerated below, shall remain effective and in full force until officially amended, revoked, rescinded, or modified through the issuance of a DepEd Order:

- DO No. 7, s. 2015, *Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016*
 - DO No. 22, s. 2015, *Hiring Guidelines for the Remaining Teaching Positions Effective School Year (SY) 2015-2016*
 - DO No. 3, s. 2016, *Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017*
 - DO No. 9, s. 2016, *Reinforcement of DepEd Order Nos. 7 and 22, s. 2015 as the Hiring Guidelines for Kindergarten to Grade 10 Teaching Positions*
 - DO No. 32, s. 2016, *Addendum to DepEd Order No. 3, s. 2016 (Hiring Guidelines for Senior High School [SHS] Teaching Positions Effective SY [SY] 2016-2017)*
 - DO No. 49, s. 2016, *Guidelines on the Hiring of Contractual (Full-Time and Part-Time) Teachers in Senior High School*
 - DO No. 50, s. 2017, *Hiring Guidelines for Teacher I Positions in Schools Implementing Indigenous Peoples Education Effective School Year 2016-2017*
 - DO No. 51, s. 2017, *Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and Other Clarifications on the Hiring Guidelines*
- b. An omnibus policy issuance on the revised implementing guidelines for hiring and promotion in all DepEd positions, including teaching positions in the Kindergarten to Senior High School (SHS), anchored on the new DepEd MSP, shall be issued through a DepEd Order. Meantime, teacher hiring shall be governed by the above-enumerated issuances.
- c. With the recent promulgation of Executive Order (EO) No. 174 on *Establishing the Expanded Career Progression System for Public School Teachers*, the Department, in collaboration with the Department of Budget and Management (DBM), Civil Service Commission (CSC), and Philippine Regulation Commission (PRC), shall issue the implementing rules and regulations (IRR) operationalizing the expanded system of career progression of teachers in DepEd, which shall feature the competency- and merit-based teacher promotion through reclassification, covering all teaching positions including SHS. Subsequent policies on for this purpose shall be released. Pending the release of these issuances, existing reclassification processes and guidelines shall remain effective.

2. Publication and Posting of Vacant Items and Transmittal of Action on Appointment

The Schools Division Offices (SDOs) shall coordinate with their CSC Field Office (CSC-FO) counterparts with regards to the submission of their publication requests and transmittal of action on appointments in accordance with CSC Memorandum Circular (MC) No. 14, s. 2020 or the *Interim Guidelines on Appointments and Other Human Resource Actions for the Period of State of Calamity due to COVID-19 Pandemic*.

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3. Submission and Receipt of Applications

- a. The SDOs shall provide clear instructions to teacher applicants regarding the submission of their application documents. It is necessary to implement strict social distancing in receiving and validating hard copies of applications. The SDOs are highly encouraged to designate a separate area and provide disinfecting supplies (e.g. alcohol, sand sanitizer, etc.) where teacher applicants may be accommodated.
- b. Insofar as practicable, the SDOs may organize online submission of documents of the applicants to minimize gathering of crowds in the physical offices.
- c. Pursuant to the RA No. 8792 or the Electronic Commerce Act of 2000 which provides that “(e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference,” online submission of electronic copies of the application documents may be allowed subject to the submission of the hard copies upon request for purposes of verification.

4. Selection Committee Panel Interview, Demonstration Teaching, and Deliberations

- a. The SDOs with localities under Granular Lockdown and Alert Levels 4 and 5 shall implement remote modalities in the conduct of applicants’ interview and demonstration teaching, and selection committee deliberations, such as online video conferencing and/or phone interviews. Further, to maintain security and confidentiality in the said evaluative activities, it is highly encouraged to use secured platforms such as Microsoft Teams, Workplace by Facebook or Google Meet as recommended in the OUA Memorandum 00-0420-0042 dated 17 April 2020.
- b. The SDOs with localities under Alert Level 1, 2, and 3 areas may proceed with the usual face-to-face process of interview, demonstration teaching, and deliberations; provided that stringent health and safety protocols are strictly observed. However, SDOs are not precluded from adopting the recommended action in Item 4.a or a combination of face-to-face and alternative platforms, as may be appropriate and necessary.

5. Conduct of English Proficiency Test (EPT)

- a. In reference to DM No. 106, s. 2019 (*Administration of the English Proficiency Test for Teacher Applicants Nationwide*) and DM-CI-2020-060 dated 08 May 2020 (*Advisory on the Administration of English Proficiency Test (EPT) for Teacher-Applicants and Request for List of Testing Centers for Online Administration*) signed by Undersecretary Diosdado M. San Antonio, requests on the administration of the EPT shall be coordinated with the Bureau of Education Assessment (BEA).

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- b. The EPT is administered through a computer-based (CB) modality, using an online or internet-dependent platform. The transmittal and generation of test results are faster for the CB-EPT than the usual paper-based (PB) test. For SDOs that will have difficulty meeting the operational and system requirements of the CB-EPT, a request on the conduct of a PB-EPT must be submitted to BEA through its email address (ept.bea@deped.gov.ph). The request must include the requested modality, target date of administration, and the number of teacher-applicants. The SDO must wait for the approval of the request and confirmation of the target date of administration.
- c. EPT-related concerns and queries must be emailed to the same email address (ept.bea@deped.gov.ph).
- d. Per DM 106, s. 2019, EPT results shall be valid for two years from the time of the test administration. Each examinee shall be allowed to take the test only once, regardless of the number of plantilla positions and schools division the applicant is applying to. BEA will retrieve from its database the same EPT results of the concerned applicant as long as these are valid.
- e. To heighten the test security in conducting the EPT either in CB or PB modality, there will be corresponding sanctions and legal liabilities for teacher-applicants and testing personnel who will be caught divulging any EPT information, test materials, test responses/contents, scoring processes, results, including its online platform, or any other documents or information to any person or organization.
- f. The teacher-applicants and testing personnel must sign an oath of confidentiality before the examination. They must fully understand and agree that any violations/infractions of security made or committed before, during, and after the test will be investigated for possible injunctions and/or invalidation of the application.
- g. Such test violations/infractions may include, but are not limited, to the following:
- Supplication/distortion of responses
 - Cheating
 - Plagiarizing
 - Copying and distribution of EPT materials; contents/documents
 - Replication and replacement of EPT materials/contents/documents
 - Capturing test content, responses, and other project-related through any electronic gadgets
 - Distribution and posting of photos of the test content, responses, and other EPT-related materials/documents in any form of media
 - Using EPT-related materials and documents for other purposes
 - Selling of EPT-related test materials/contents/documents
 - Infringement of copyright
 - Taking the EPT more than once in multiple SDOs while the test results of the first examination are still valid

to include the Cash Allowance to Teachers³. Provisional teachers who are still employed during summer break shall be entitled to applicable compensation and allowances received by teachers during this period.

- f. In view of the inquiries and appeals for the extension of the five (5)-year allowance period granted to non-LEPT passers hired in SHS positions under provisional status, the Department is in constant coordination with CSC and will issue and disseminate a separate communication to field offices as soon as we secure updates from CSC. Any action related to this purpose shall be contingent to the final decision of the Commission.

This advisory of instructions is made in response to the concerns of the DepEd field offices that have been brought to the attention of this Office, particularly on the ways forward of hiring and selection of teachers for the coming SY 2022-2023 in light of the COVID-19 situation and the recent issuance of Agency MSP.

Appointing authorities/officers, members of the Human Resource Merit Promotion Selection Board (HRMPSB), and other RSP Implementors are hereby directed to implement the abovementioned action steps, but subject to the applicable hiring guidelines for teaching positions as enumerated herein.

Furthermore, while the Department seeks to continue work operations in these challenging times, the health and safety of both teacher applicants and RSP implementors must be given utmost priority and consideration.

For further queries and clarifications, please contact Human Resource Development Division of the Bureau of Human Resource and Organizational Development (BHROD-HRDD) at telephone no. (02) 8-470-6630 or email at bhrod.hrdd@deped.gov.ph.

For guidance and appropriate action.

³ Sec. 2.0 of the DepEd-DBM Joint Circular (JC) No. 02, s. 2021 dated 28 May 2021 or the Guidelines to Implement DepEd-Office of the Secretary (OSEC) Special Provision No. 11 in the FY 2021 General Appropriations Act (GAA) on Cash Allowance HRDD/RSP