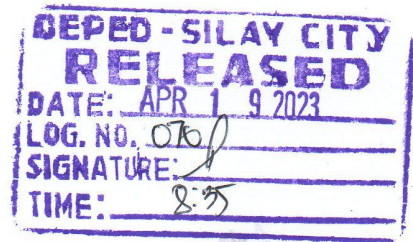




Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF SILAY CITY



April 18, 2023

DIVISION MEMORANDUM

No. 127, s. 2023

**GUIDELINES ON RECRUITMENT, SELECTION, AND APPOINTMENT IN THE
DEPARTMENT OF EDUCATION**

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. For the information and guidance of all concerned, attached is the DepEd Order No. 007, s. 2023 titled **Guidelines on Recruitment, Selection, and Appointment in the Department of Education.**
2. This DepEd Order may be accessed through <https://tinyurl.com/5n8zr4cr>.
3. For immediate dissemination and strict compliance.

SALVADOR O. OCHAVO JR. EdD, CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: DepEd Order No. 007, s. 2023
To be included in the Perpetual Index
under the following subjects:

APPOINTMENT
EMPLOYMENT
HIRING
POLICY
RECRUITMENT
RULES AND REGULATIONS
SELECTION





Republic of the Philippines
Department of Education

MAR 22 2023

DepEd ORDER
No. **007**, s. 2023


**GUIDELINES ON RECRUITMENT, SELECTION, AND APPOINTMENT
IN THE DEPARTMENT OF EDUCATION**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on Recruitment, Selection, and Appointment in the Department of Education (Enclosure 1)** which upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan. The issuance of the specific guidelines is necessary to ensure the placement of the right people for the right job at the right time. It is aimed at ensuring that the organization and its human resources are able to respond to challenges and opportunities of the 21st century with focus on the delivery of quality, accessible, relevant, and liberating basic education.
2. This policy shall guide personnel and stakeholders toward a systematic and competency-based process the recruitment, selection, and appointment of personnel to positions in the First and Second levels, including Second level executive/managerial positions, in the Central Office (CO), regional offices (ROs), schools division offices (SDOs), and schools.
3. In support of the basic principles, and general policies, enclosed in this Order are the specific guidelines, procedures, and criteria, as follows:
 - a. **Criteria and Point System for Hiring to Teacher I (Kindergarten to Grade 12) Positions (Enclosure 2);**
 - b. **Criteria and Point System for Hiring and Promotion to School Administration (SA) Positions (Enclosure 3);**
 - c. **Criteria and Point System for Hiring and Promotion to Related-Teaching (RT) Positions (Enclosure 4);**
 - d. **Criteria and Point System for Hiring and Promotion to Non-Teaching (NT) Positions (Enclosure 5);** and
 - e. **Annexes A-P** (as indicated in the enclosures)
4. All Orders, rules and regulations, and other related issuances, to include but not limited to the following, and/or provisions therein, which are inconsistent with this Order and its provisions, are repealed, rescinded, or amended accordingly:

- a. DepEd Order (DO) No. 2, s. 2002, Guidelines on the Hiring of Public School Teachers;
- b. DO 50, s. 2003, Adoptive Measures in Filling-Up Vacant Teaching Positions;
- c. DO 85, s. 2003, Guidelines on the Selection, Promotion, and Designation of School Heads;
- d. DO 16, s. 2005, Guidelines on Recruitment, Evaluation, Selection, and Appointment of Teachers in Public Schools;
- e. DO 17, s. 2006, Revised Hiring Guidelines for Teacher I Positions in Public Elementary and Secondary Schools;
- f. DO 4, s. 2007, Revisions to the Hiring Guidelines for Teacher I Positions;
- g. DO 42, s. 2007, The Revised Guidelines on Selection, Promotion and Designation of School Heads;
- h. DO 66, s. 2007, Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions;
- i. DO 36, s. 2009, Strict Compliance with Passing the Qualifying Examination for Principalship for Appointment to Principal I Position;
- j. DO 12, s. 2012, Revised Guidelines on the Hiring of Teacher I Positions Based on the Reform Actions in Basic Education Sector Reform Agenda (BESRA);
- k. DO 97, s. 2011, Revised Guidelines on the Allocation and Reclassification of School Head Positions;
- l. DO 25, s. 2012, Addendum to DepEd Order No. 12, s. 2012 (Revised Guidelines on the Hiring of Teacher I Positions Based on the Reform Actions in Basic Education Sector Reform Agenda);
- m. DO 37, s. 2012, Addendum to DepEd Order Nos. 12 and 25, s. 2012 (Revised Guidelines on the Hiring of Teacher I Positions Based on the Reform Actions in Basic Education Sector Reform Agenda);
- n. DO 81, s. 2012, Additional Policy Guidelines on Hiring and Deployment of Kindergarten Teachers;
- o. DO 50, s. 2014, Guidelines on the Recruitment, Selection, and Placement of Personnel Pursuant to the DepEd Rationalization Program under Executive Order 366, s. 2004;
- p. DO 7, s. 2015, Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016;
- q. Office Order (OO) dated April 21, 2015, Procedures/Guidelines on the Recruitment, Selection and Placement of the First and Second Levels Non-Teaching and Related Teaching Positions in the Department of Education Central Office;

- r. DO 22, s. 2015, Hiring Guidelines for the Remaining Teaching Positions Effective School Year (SY) 2015-2016;
 - s. DO 3, s. 2016, Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017;
 - t. DO 9, s. 2016, Reinforcement of DepEd Order Nos. 7 and 22, s. 2015 as the Hiring Guidelines for Kindergarten to Grade 10 Teaching Positions;
 - u. DO 32, s. 2016, Addendum to DepEd Order No. 3, s. 2016 (Hiring Guidelines for Senior High School [SHS] Teaching Positions Effective School Year [SY] 2016-2017);
 - v. DO 49, s. 2016, Guidelines on the Hiring of Contractual (Full-Time and Part-Time) Teachers in Senior High School;
 - w. DO 50, s. 2017, Amendment and Additional Information to DepEd Order Nos. 58 and 59, s. 2012 (Revised Implementing Guidelines on the Provision of Teaching Aid and Transportation Allowances to ALS Mobile Teachers and District Alternative Learning System Coordinators [DALSCs], and Revised Implementing Guidelines on the Selection and Hiring of Alternative Learning System [ALS] Literacy Volunteers); and
 - x. DO 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.
5. This Order and its subsequent amendments, if any, shall take effect 15 calendar days upon its approval, issuance, and publication on the DepEd website. Certified copies of this Order shall be registered with the University of the Philippines Law Center-Office of the National Administrative Register (UP LC-ONAR), UP Diliman, Quezon City.
 6. For more information, please contact the **Bureau of Human Resource and Organizational Development (BHROD)**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at bhrod.hrdd@deped.gov.ph or telephone number (02) 8470-6630.
 7. Immediate dissemination of and strict compliance with this Order is directed.


SARA Z. DUTERTE
Vice President of the Republic of the Philippines
Secretary of the Department of Education

Encls.:
As stated

References:
As stated



To authenticate this document, please scan the QR code. **DEPED-OSEC-478130**

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JDMC/APA, DO Guidelines on Recruitment, Selection, and Appointment in DepEd
0092 - February 16, 2023