



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2022- 004

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Section/Unit Heads
Elementary and Secondary School Heads
Schools Division Office and Teaching and Non-Teaching Personnel

Subject : ADOPTION OF THE PROCESS FLOWS IN THE RECRUITMENT,
SELECTION AND PLACEMENT (RSP) OF THE DIVISION OF DIGOS
CITY

Date : September 05, 2022

Pursuant to the Civil Service Commission issued Memorandum Circular (MC) No. 14, s. 2018 known as the **"2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA), Revised July 2018"** provides in Section 102, Rule IX that **"all government agencies shall submit their Agency Merit Selection Plan (MSP) to the CSC RO concerned, which shall take effect immediately upon approval."** Section 83 of the said Memorandum Circular provides that the **"Merit Selection Plan (MSP) shall cover position in the first and second level and shall also include original appointments and other related human resource actions. There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religious source actions."**

Further, the Department of Education, in compliance to the Memorandum Circular, issued DepEd Order No. 019, s. 2022 on 22 April 2022 known as "The Department of Education Merit Selection Plan" provides in item No. 5 the scope of the MSP that this **"policy provides for a systematic method of selecting employees for appointment to first and second level positions, including second level executive/managerial positions. It covers the basic principles, policies, general procedures, and roles that govern and enable the recruitment, selection, and placement system of the Department. It encompasses all teaching, school administration,**



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

related teaching, and non-teaching positions in the Central Office (CO), Regional Offices (ROs) Schools Division Office (SDOs) and Schools."

In view of the foregoing rules and regulation, it is hereby directed the Process Flows in Recruitment, Selection and Placement, name: (1) **"Process Flow in the Recruitment, Selection and Placement of Teacher I Applicants"**, (2) **"Process Flow in the Recruitment, Selection and Placement of Reclassification of Teaching Positions in the Division of Digos City"**, (3) **"Process Flow in the Recruitment, Selection and Placement of Promotion to Teachers and Master Teachers Positions in the Division of Digos City"**, (4) **"Process Flow in the Recruitment, Selection and Placement of Non-Teaching Positions"**, and; (5) **"Process Flow in the Recruitment, Selection and Placement of Application for Transfer"** shall be observe in the hiring activities of the Division of Digos City.

For immediate dissemination and strict compliance.



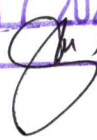
CRISTY C. EPE
Schools Division Superintendent



DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-00420

DATE: SEP 07 2022 TIME: 2:16pm

BY: 



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

**PROCESS FLOW IN THE RECRUITMENT, SELECTION AND PLACEMENT OF TEACHER I APPLICANTS
IN THE DIVISION OF DIGOS CITY**

Legal Bases (DepEd Order No. 07, s. 2016; DepEd Order No. 03, s. 2016; DepEd Order No. 19, s. 2022; CSC MC No. 24, s. 2017; ORAOHRA)

STEP	ACTIVITY	BRIEF DESCRIPTION	RESPONSIBLE PERSON	FORMS TO USE	NUMBER OF DAYS
1	Updating the Schools Division Office's Personal Services Itemization and Plantilla of Personnel (PSIPOP)	Updating Schools Division Office's PSIPOP of the Department of Budget and Management by encoding the promotion, resignation, transfer and death of personnel to ascertain the vacancy subject for publication	Administrative Officer IV-A	PDF file of the PSIPOP	2 days
2	Requesting the Head of Office for Approval to publish vacant positions	A letter addressed to the Schools Division Superintendent indicating the Position Title, Plantilla Item Number, Name of the Incumbent, Cause of Vacancy and Official Station signed by the Administrative Officer V and the Assistant Schools Division Superintendent shall be forwarded to the Office of the Schools Division Superintendent for approval	Human Resource Management Officer Designated HRM Personnel	Approval Form	5 days
3	Publishing & Posting of the vacant positions with the Civil Service Commission	The publication of vacant position is through the submission to the Civil Service Commission Davao del Sur Field Office (CSC DSFO) the duly accomplished CSC Form No. 9 Revised in 2018. The publication is posted on the Division of Digos City's website, Facebook page, SDO bulletin board and three conspicuous places in Digos City. The announcement will inform the Implementing Units/Schools/District. All applicants must complete the job application google form for the Equal Employment Opportunity Principle which is also stated and can be found on the lower part of the publication matrix	Human Resource Management Officer Designated HRM Personnel	CSC Form 9 posted in the (DepEd Digos Website, FB Page, CSC Job Portal and SDO, Schools, Districts Bulletin Boards), Logbook, https://tinyurl.com/DepEd-Digos-Application	10 days
4	Information-Dissemination Posting of Information and submission of Teacher Applicants	An applicant shall submit to the head of elementary or secondary school where a teacher shortage or vacancy (regular and or natural) exists a written application supported by the list of requirements documents. Acceptance of the application documents for Teacher applicants of ROA	Schools Screening Committee/Districts Committee	Division Memorandum Logbook	15 days

5	Applicants' Data Encoding in the Online Per School	The school shall assign somebody from the School Screening Committee to be in-charge in the encoding of teacher-applicant's pertinent data through the link to be provided by the HRMPSB, one for the elementary and another for the secondary. The encoded data should be thoroughly reviewed to ensure correctness of data and to avoid possible complaints	Schools Screening Committee	Teacher-Applicant Rating Template	2 days
6	Endorsement of Pertinent Papers of Teacher Applicants	The School Screening Committee shall ensure that pertinent papers of applicants are adequately checked as to completeness, veracity, accuracy, and authenticity. They should NOT be endorsed to the District Office if INCOMPLETE. Then after, endorsement of Pertinent Papers of Teacher Applicants and other documents from District to the Documents Evaluators. Before forwarding to the Division Secretariat, the Division Screening Committees assigned for each District shall double check and ensure that required data of all applicants are encoded in the online "Teacher-Applicant Rating Template"	Schools Screening Committee/Districts Committee/Districts Committee/Documents Evaluators (PSDS/EPS)	Transmittal List Application Documents	5 days
7	Documents Evaluation, Consolidation of Results of RQA	Interview of Teacher-Applicants (Online or face-to-face) depending on the decision of the Division Screening Committees in each District which, if face-to-face, shall always consider strict observance to minimum health and safety protocols. Submission of Videos for Demonstration Teaching (through Google link to be provided/posted by the Division Screening Committees assigned in each district). Conduct of English Proficiency Test. Conduct of Skills Demonstration (for Kindergarten, Elementary and Junior High School only). Results shall immediately be forwarded to the Documents Evaluators/Consolidators.	Division Selection Committee/Documents Evaluators/HRMPSB/Mateo Fleazer	Score Sheet / Rating Sheet	20 days
8	Individual Validation of Evaluation Results	Individual Validation of Evaluation Results and Online Meeting with Applicants on Validation of Evaluation Results (Using 3 different links for elementary and Junior and Senior level respectively). Sends to each applicant a email communication detailing the scores he or she has received for each evaluation criterion as well as the final overall rating, signed by the Chair. Prior to the finalization of the RQA, the applicants are given three days to validate/rectify the results after being emailed	Division Selection Committee/Documents Evaluators	Individual Evaluation Result	5 days

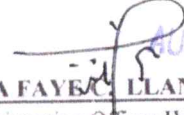
9	Finalization and Signing of RQA	Finalization and submission of the following documents to HRMO: a. Registry of Qualified Applicants (RQA) b. Consolidated Results for Elementary and Secondary Levels (ranking document of all applicants) c. Application Documents (Folders) PSB Conference and Signing of Documents (RQA) for Recommendation to SDS	Division Selection Committee/ASDS/SDS	Registry of Qualified Applicants (RQA)	10 days
10	Posting of Registry of Qualified Applicants (RQA)	The HRMO shall post the signed and approved by the Division Selection Committee and the Schools Division Superintendent the Registry of Qualified Applicants (RQA) for Elementary, Secondary, and Senior High School on the Division's website and the Human Resource Official Facebook page	Division Selection Committee/ASDS/SDS	Registry of Qualified Applicants (RQA)	1 day
11	Background Investigation (BI)	The Background Investigation is an activity to know the applicants better aside from knowing him/her during the interview conducted. It shall focus on the performance of the applicants in his/her present job. It includes inquiring into the relationship of the applicants to his/her Head of Office, Immediate Superior, Co-worker and peers. Good traits and the misdemeanor of the applicants shall also be one of the subjects of inquiry. The results of the Background Investigation (BI) of the top five (5) in the ranking are also attached, which may vary depending on the number of vacant items	Human Resource Management Officer/Designated HRM Personnel	Google forms & Background Investigation Form	5 days
12	Submission of Report on Vacancy and Assignment	The School shall submit to the Human Resource Section the ROVA indicating the details of the vacant items and including the cause of the vacancy and its proposed appointee based on the current School Year Registry of Qualified Applicants (RQA) and signed by the School Selection Committee	School Head/ School Selection Committee/HRMO	Report on Vacancy and Assignment Form	2 days
13	Encoding in the Google Sheet and Validation of the ROVA details	The HRMO shall encode the ROVA's details and validate whether the vacancy was published and posted in the CSC-FO Davao del Sur and shall verify in the HRIS vis a vis PSIPOP if the incumbent is whether retired, deceased, transferred and if promoted duly received and attested appointment from the CSC. If the DBM issues a NOSCA for new item allocation, the proposed appointee in the ROVA must be on the RQA ranking list. The proposed appointee will be validated by the HRMO based on RQA ranking and localization before being forwarded to the Appointing Authority	Human Resource Management Officer/Designated HRM Personnel/SDS	Report on Vacancy and Assignment Form/Document Tracking System/Google Sheet	2 days

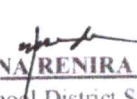
14	Selection of Appointing Authority of the person to be appointed	The Appointing Authority shall verify on whether or not the appointee reflected in the Report of Vacancy and Assignment is true and correct based on the Registry of Qualified Applicants and the existing Hiring Guidelines. If found in order, he/she shall sign and return the document to the Human Resource Management Office for the preparation of appointment. In so instance, that he/she finds error or discrepancy, within 15 days the said document shall be returned for revision to the concerned Office indicating therein the correction to be reflected	Schools Division Superintendent	Registry of Applicants (	15 days
15	Preparation and Issuance of appointment	The HR personnel shall notify the appointee of the need to submit the requirements and prepare the appointment documents. The HR Designated Personnel shall ensure that the appointee's pertinent papers are thoroughly checked for completeness, veracity, accuracy, and authenticity. If they are incomplete, they should not be endorsed to the HRMO. Before transmitting to AO V-Admin for signature the HRMO shall review and affix his/her initial in the appointment documents. Following that, endorsement of Documents to ASDS, and SDS for signature. The appointment shall then be issued.	HRMO/HRMO designated personnel/ASDS/SDS	CS Form 33-A (Appointment), Assignment Order, CS Form 212 (PDS), DBM-CSC Form 1 (PDF), CS Form 32 (Oath of Office), CS Form 4 (Certification of Assumption to Duty)	10 days
16	Orientation of the newly appointed Teacher	The appointee shall undergo into an orientation (virtual or face to face) after receiving the appointment to be oriented on the the Department of Education orders implementing its Vision, Mission, and Developmental Goals including their duties and responsibilities as stated in their Position Description Form.	HRMO/HRMO designated personnel	Orientation Program	1 day
17	On-boarding Activities of the Newly Appointed Personnel	The on-boarding activities shall be undertaken by the newly appointed Teacher I for a month with different activities in every week to be supervised by the immediate superior. Every week the appointee should have different tasks to perform like learning and to understand his/her job description, internalizing rules and regulation of the Civil Service Commission and Department of Education, to adopt to the routine work of the as a government employee. Further, he/she should undergo coaching and mentoring by his immediate superior so that after the on-board activities the appointee will be more responsible and can be left alone to perform his/her duties and responsibilities with less supervision or without supervision.	School Head / School Principal	Onboarding Program Report	30 days

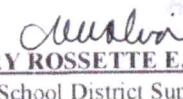
18	Induction Program for Newly Appointed Personnel	An Induction Program is a seminar or an orientation on Department of Education Orders implementing its Vision, Mission and Developmental Goals. It also includes the topics on Administrative Disciplinary and Non-Disciplinary Cases. The most important part of the induction program is the lecture on R.A. 6713 known as the Code of Conduct and Ethical Standards for Public Officials and Employees which is the source of the Norms of Conduct of every employee to be manifested in addressing clients needs and government officials obligation to the government.	Human Resource Development Section/Human Resource Management Officer/Designated HRM Personnel	Teacher Induction Program (TIP)	2 days
----	---	---	---	---------------------------------	--------

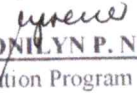
Prepared by:


FRANCIS JUDE D. ALCOMENDRAS
 Administrative Officer V


MYHRRRA FAYE C. LLANOS
 Administrative Officer IV

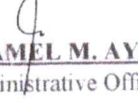

FERNARENIRA T. ALDE
 Public School District Supervisor


CHERRY ROSSETTE E. OLIVA
 Public School District Supervisor


RONILYN P. NIEVES
 Education Program Supervisor


ELY G. CATALUÑA
 Public School District Supervisor


GERALDINE M. RANARA
 Administrative Officer II


RAMEL M. AYOP
 Administrative Officer II

Reviewed by:


BASILIO P. MANA-AY JR. EdD.
 Assistant Schools Division Superintendent

Approved by:

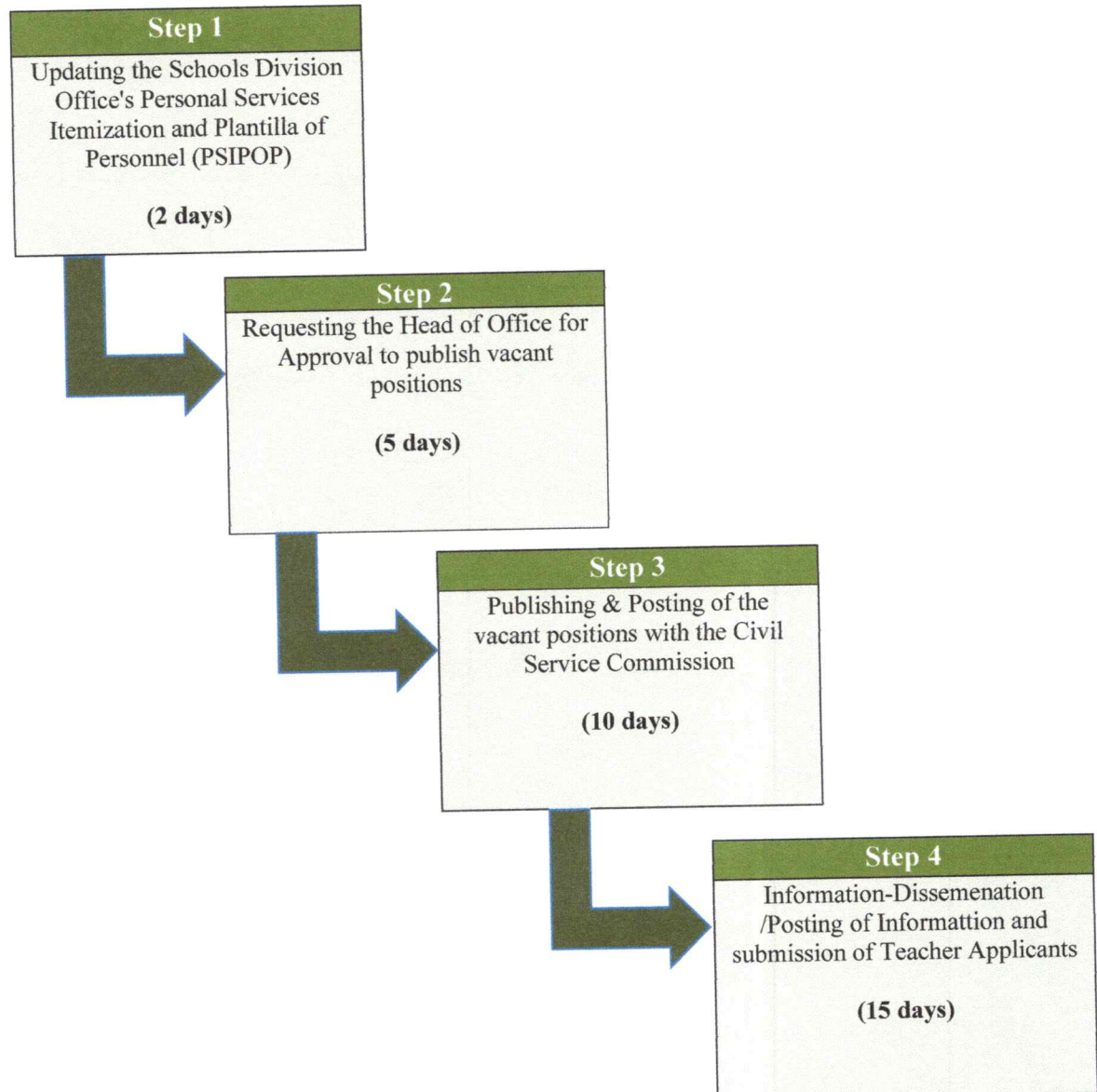

CRISTY C. EPE
 Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



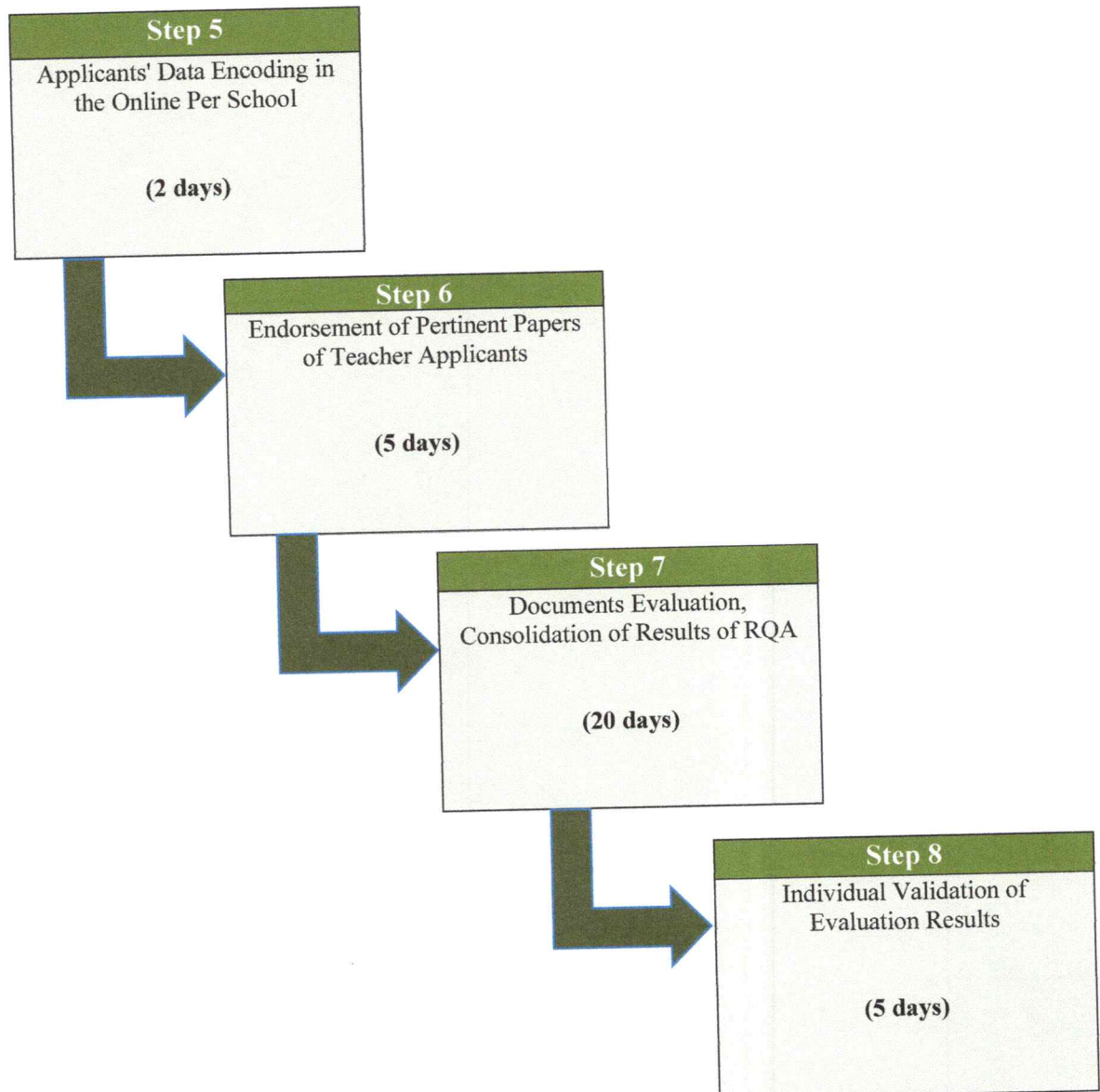
TEACHER 1 PROCESS FLOW



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



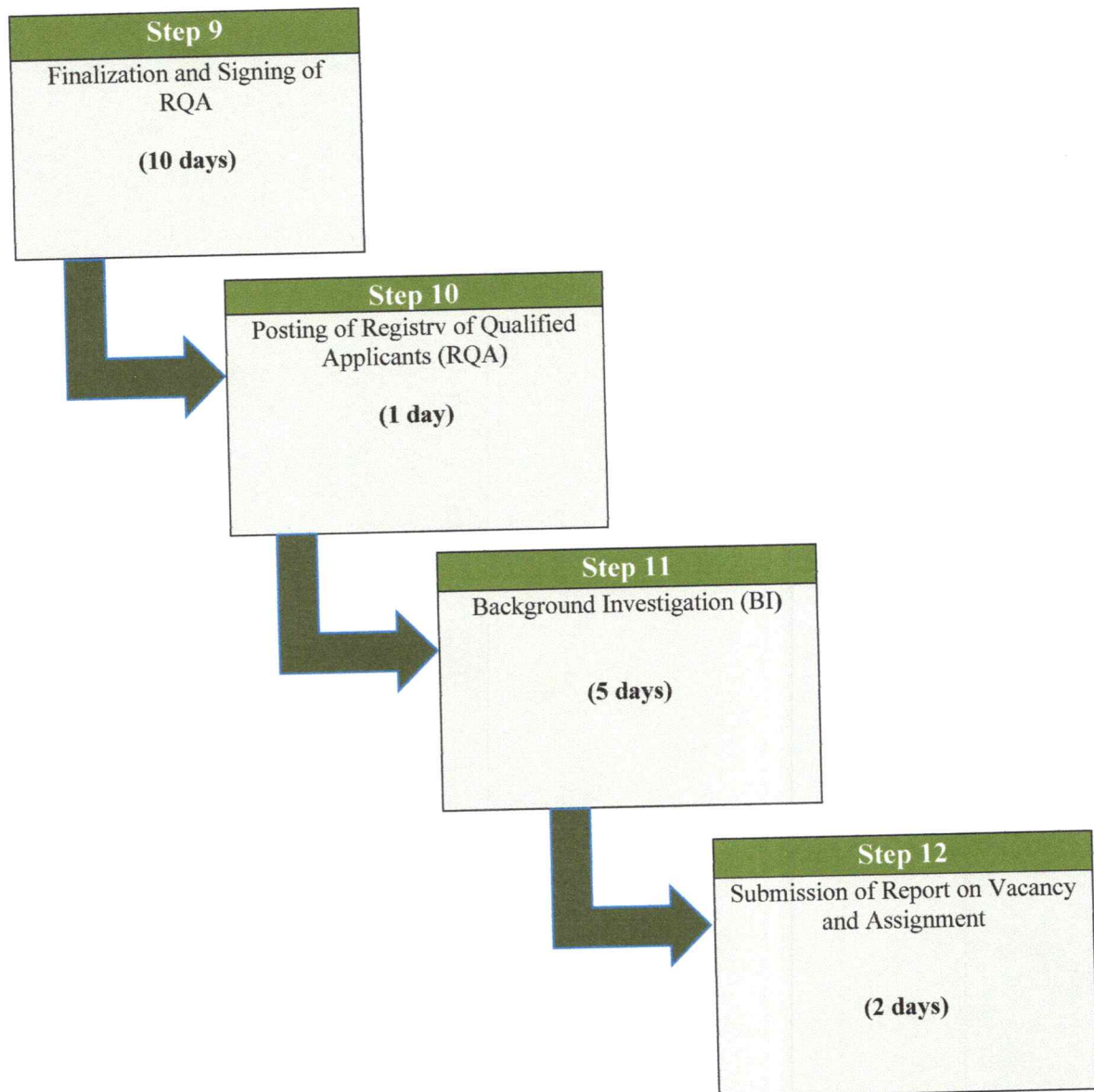
Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



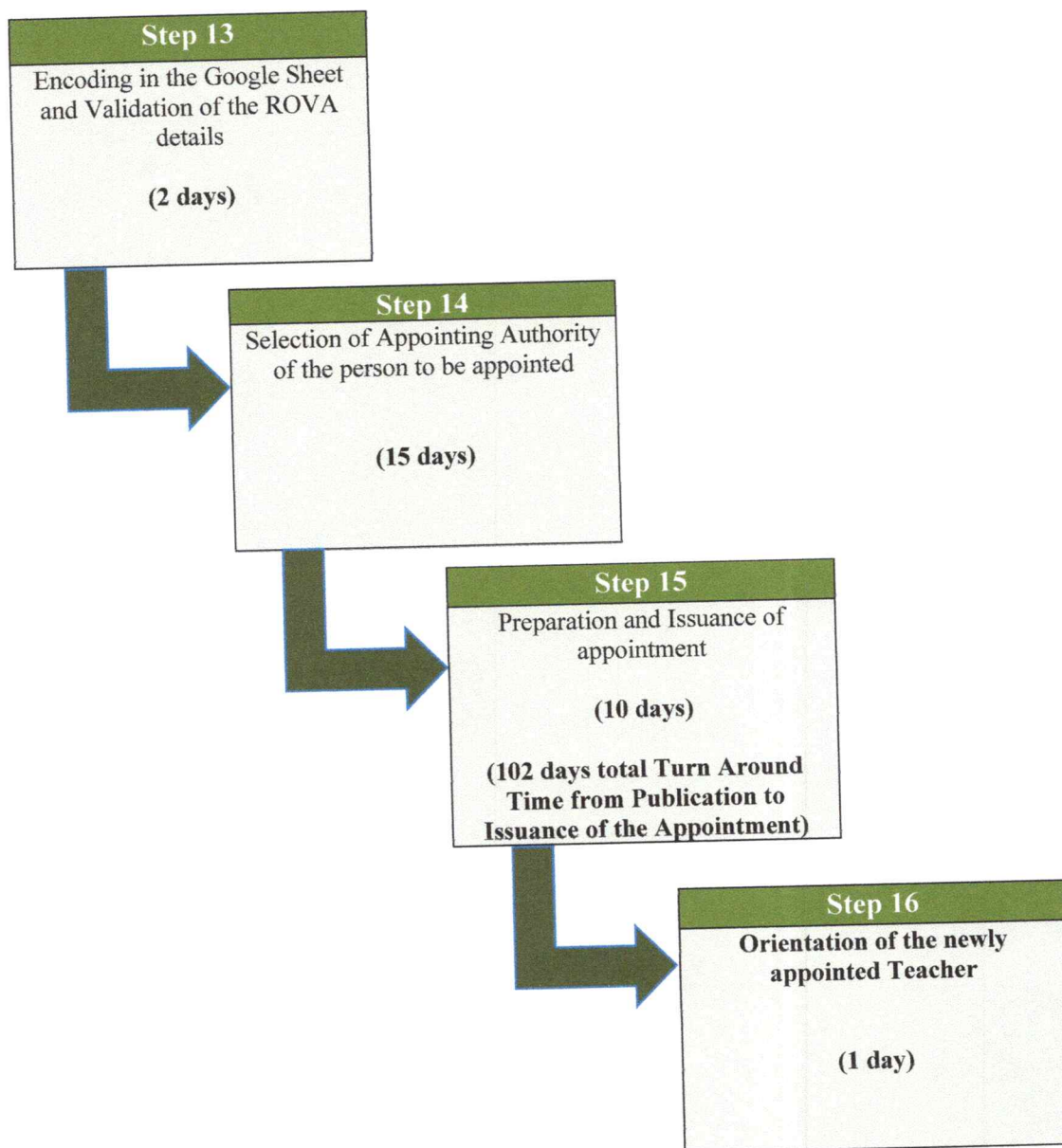
Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



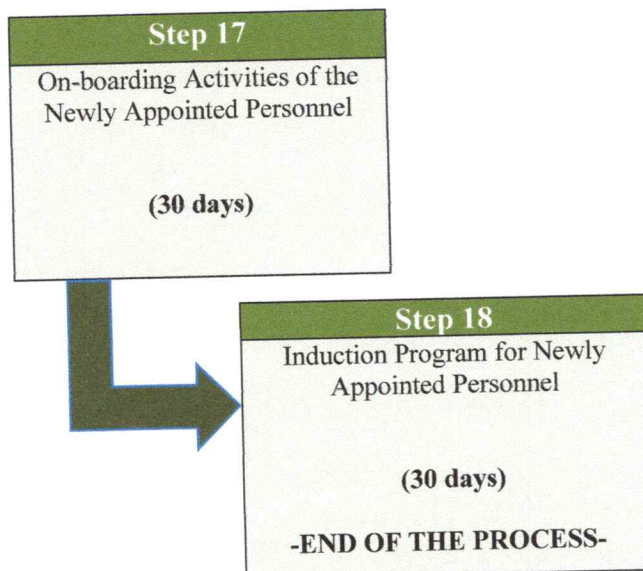
Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

**PROCESS FLOW IN THE RECRUITMENT, SELECTION AND PLACEMENT OF RECLASSIFICATION OF
TEACHING POSITIONS IN THE DIVISION OF DIGOS CITY**

Legal Bases: DepEd Order No. 57, s. 1997; DepEd Order 97, s. 2011; DepEd Order No. 19, s. 2022; MTC Order # 10, s. 2017; Chapter 6 of Manual on Position Classification and Compensation, CSC MC No. 24, s. 2017; ORAOHFA

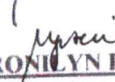
STEP	ACTIVITY	BRIEF DESCRIPTION	RESPONSIBLE PERSON	FORMS TO USE	NUMBER OF HOURS
1	Updating the Schools Division Office's Personal Services Itemization and Plantilla of Personnel (PSIPOP)	Updating Schools Division Office's PSIPOP of the Department of Budget and Management by verifying the Salary Grade and Step of the Teacher.	Administrative Officer V/IV	Download Personal Services Itemization and Plantilla Of Personnel (PSIPOP) file.	2 days
2	Announcement of the Submission of documents for ERF, Reclassification of position and Conversion to Master Teacher	Preparation and release of Division Memorandum informing the field relative to the documentary requirements and timelines of ERF, Reclassification and Conversion of items	HRMO/Records Section Personnel	Division Memorandum	3 days
3	Acceptance of Application	The Public Schools District Supervisor and School Heads shall receive the application letter and attached documents from their respective teacher.	Public School District Supervisor / School Head	Logbook	5 days
4	Submission of the Reclassification Documents to the SDO	The School should ensure that all pertinent documents of applicants are thoroughly checked for completeness. If they are INCOMPLETE, they should NOT be endorsed to the District Office. Following that, the endorsement of pertinent papers from the District to the Division will double-check the documents.	Schools/Districts/HRMPSB/HRMO Designated Personnel	Document Tracking System (DTS) Deped Digos City Job Application Google Form	3 days
5	Receive and Evaluate documents as to completeness and authenticity	The HRMO together with designated personnel in-charge shall check the completeness of the documents submitted.	HRMO/ HR Designated Personnel	Documentary Requirements	10 days

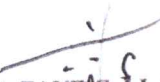
6	Evaluate qualifications of applicants on the basis of the criteria under different DepEd Order	The HRMPSB shall check the qualifications of the applicants on the basis of criteria under different DepEd Order	HRMPSB	Equivalent Record Forms Score Sheets	10 days
7	Preparation of the matrix of qualified applicants, documents and recommendation to DepEd Regional Office	The result of the document evaluation and assessment shall be forwarded to HR Designated Personnel for the preparation of Documentary Requirements. Following that, it will be forwarded to the HRMO for verification of the entries in the DepEd-DBM Forms. The HRMO then drafts the Certificate of Funds Availability and Letter to Regional Director.	HRMO/ HR Designated Personnel	DBM Forms, Detailed PS Computation, Certification And Letter To Regional Director, Certificate of Funds Availability/Document Tracking System (DTS)	5 days
8	Signing of Documentary Requirements	HRMO forwards the DepEd-DBM Forms with attached Certification of Funds Availability signed by AO V and for the Budget Officer to check and sign. The signed Certification and Documentary forms are then forwarded to ASDS, who forwards them to SDS as the final signatory.	HRMO/ASDS/SDS / Administrative Officer V - Budget Officer/AO V - ADMIN	DBM Forms, Detailed PS Computation, Certification And Letter To Regional Director, Certificate of Funds Availability	5 days
9	Submission of the Documentary Requirements to DepEd RO XI/DBM	The documents shall be forwarded by the HRMO to the Liaison Officer for submission to the DepEd RO XI/DBM.	HRMO/ HR Designated Personnel/Liaison Officer	DBM Forms, Detailed PS Computation, Certification And Letter To Regional Director, Certificate of Funds Availability	4 days

10	Release of Notice of Organization Staff Compensation Action (NOSCA)	Receive duly approved Notice of Organization, Staffing, and Compensation Action from DepEd Region Office XI	HRMO	Notice of Organization, Staffing, and Compensation Action from DBM	30 days
11	Preparation of the Appointment Documents	The HR personnel shall notify the appointee of the need to submit the requirements and prepare the appointment documents. The HR Designated Personnel shall ensure that the appointee's pertinent papers are thoroughly checked as to completeness, veracity, accuracy, authenticity, otherwise they shall not be endorsed to the HRMO. The HRMO shall review and affix his/her initial in the appointment documents before transmitting to AO V-Admin for signature.	HRMO/ HR Designated Personnel	CS Form 33-A (Appointment), Assignment Order, CS Form 212 (PDS), DBM-CSC Form 1 (PDF), CS Form 32 (Oath of Office), CS Form 4 (Certification of Assumption to Duty)	10 days
12	Signing and Issuance of Appointment of Reclassified Teachers by the Appointing Authority	Endorsement of Appointment Documents to Administrative Officer V and ASDS. The documents shall be forwarded to SDS for signature based on the DBM Notice of Organization, Staffing, and Compensation Action. Following that, the HRMO will release the signed appointment to the Reclassified Teachers.	AO V/Asst. Schools Division Superintendent/Schools Division Superintendent	Notice of Organization, Staffing, and Compensation Action from DBM and CS Form 33-A, Assignment Order	10 days (95 days total Turn Around Time from Publication to Issuance of the Appointment)
13	Orientation of the newly appointed Personnel	The appointee shall undergo into an orientation (virtual or face to face) after receiving the appointment to be oriented on the the Department of Education orders implementing its Vision, Mission, and Developmental Goals including their duties and responsibilities as stated in their Position Description Form.	HRMO/ HRMO designated personnel	Orientation Program	1 day

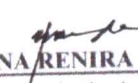
Prepared by:

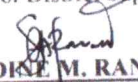

FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

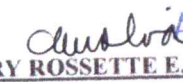

RONILYN P. NIEVES
Education Program Supervisor


MYHRRRA FAYE C. LLANOS
Administrative Officer IV


ELY G. CATALUNA
Public School District Supervisor


FERNALDENIRA T. ALDE
Public School District Supervisor


GERALDINE M. RANARA
Administrative Officer II


CHERRY ROSSETTE E. OLIVA
Public School District Supervisor


RAMEL M. AYOP
Administrative Officer II

Reviewed by:


BASILIO P. MANA-AY JR. EdD.
Assistant Schools Division Superintendent

Approved by:

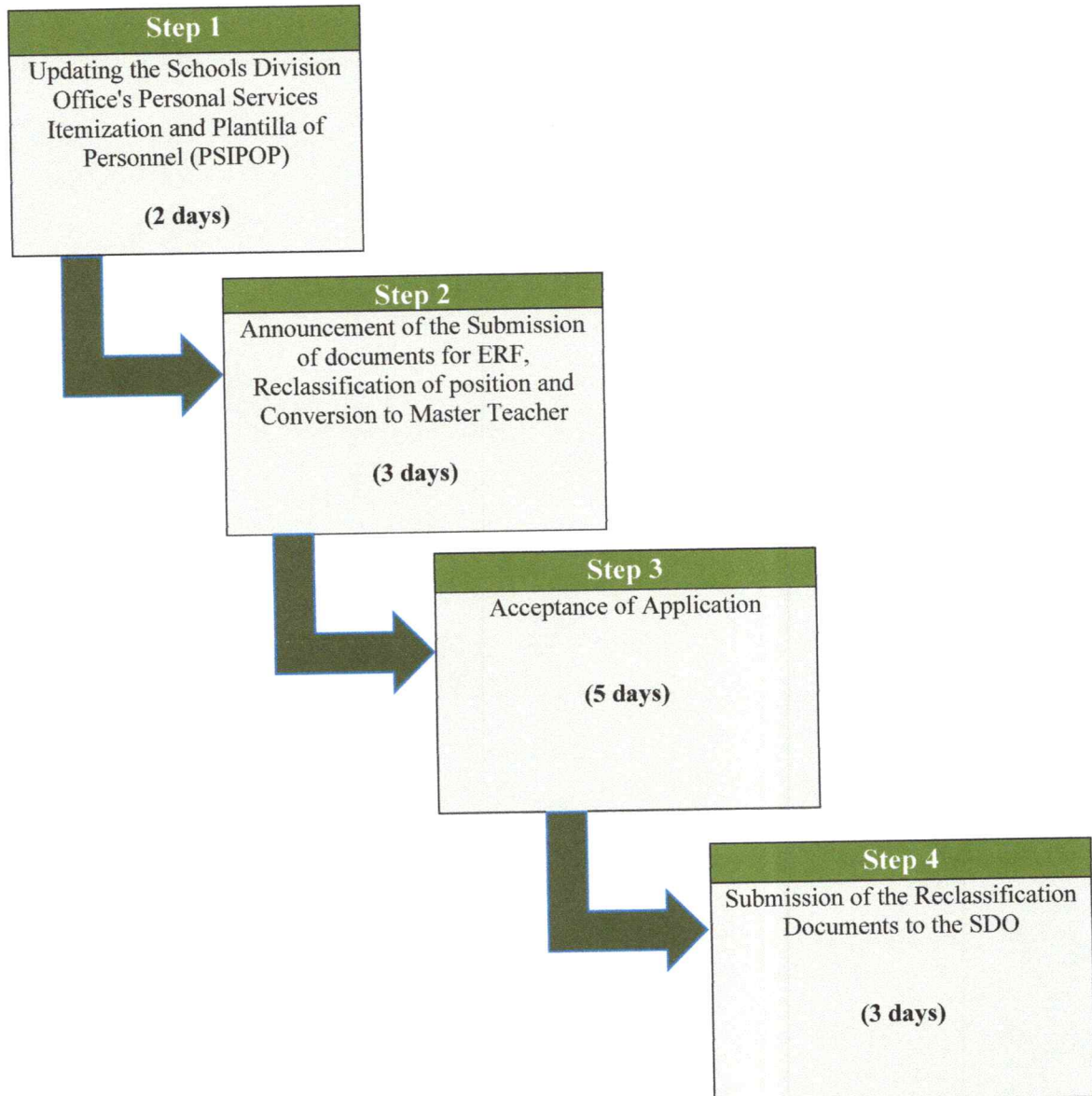

CRISTY C. EPE
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



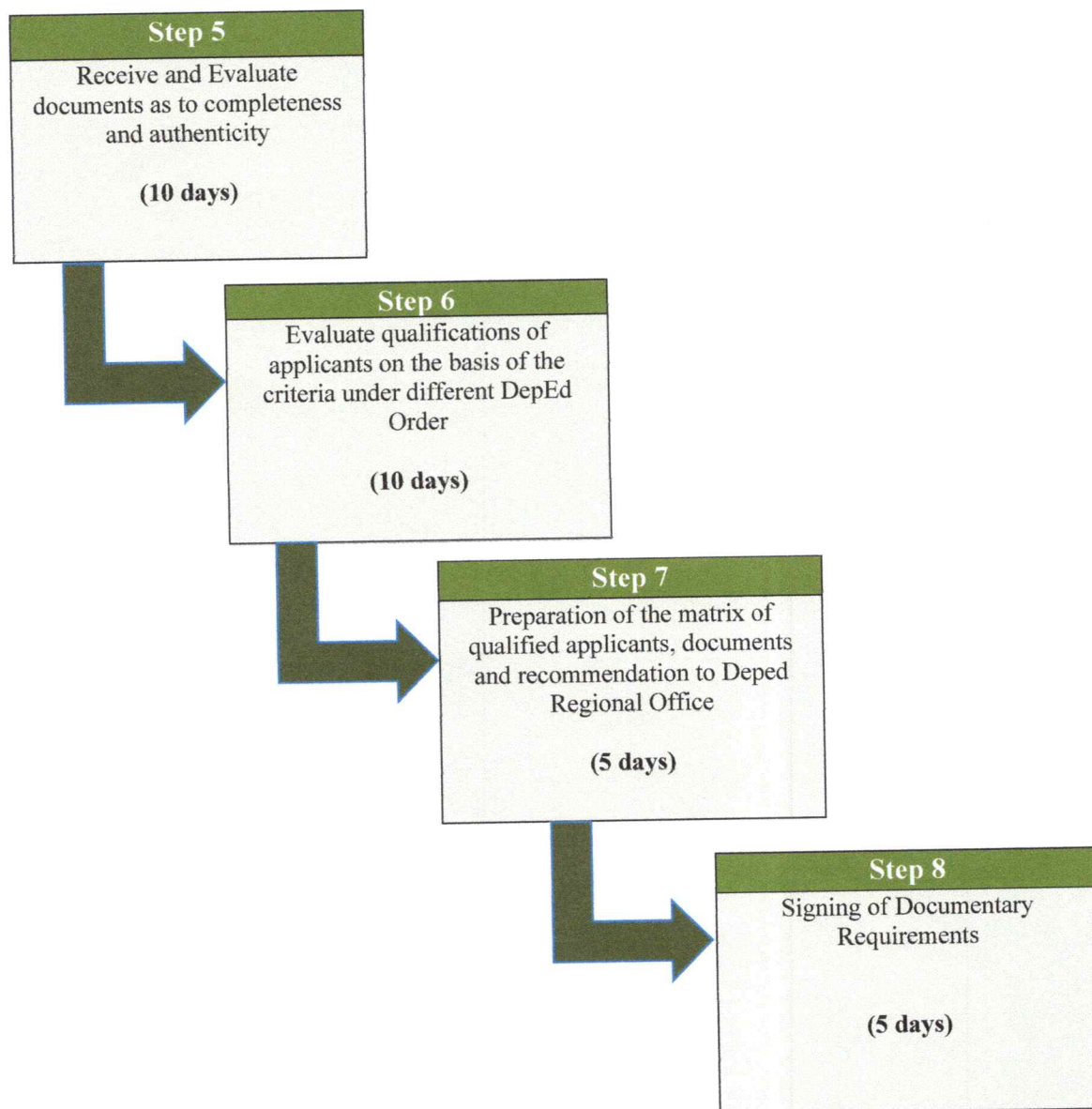
RECLASSIFICATION PROCESS FLOW



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



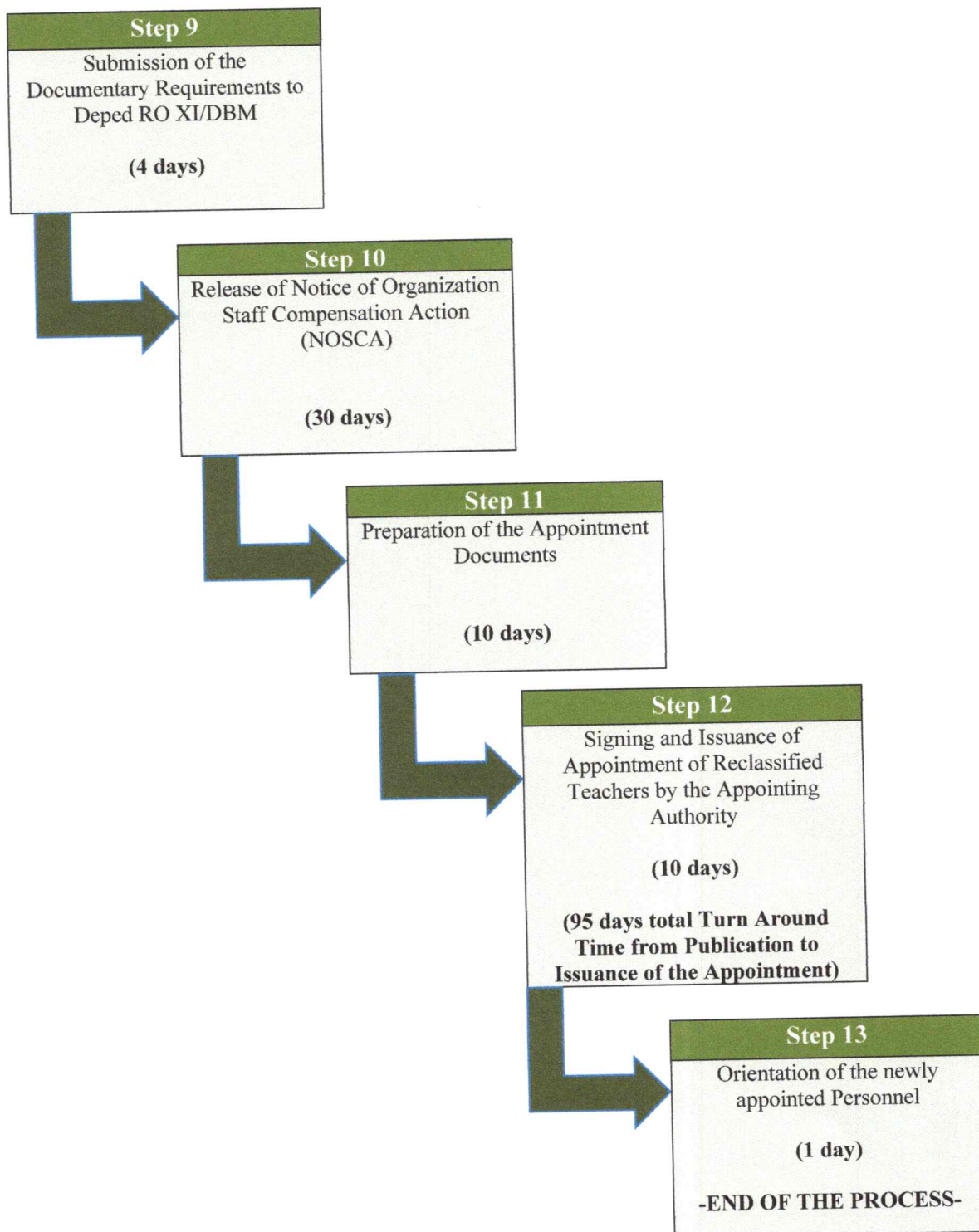
Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

PROCESS FLOW IN THE RSP OF PROMOTION TO TEACHERS AND MASTER TEACHERS

POSITIONS IN THE DIVISION OF DIGOS CITY

Legal Basis: DepEd Order No. 100, s. 2000; MTC Order No. 10, s. 1979; DECS ORDER No. 37, s. 1997; DepEd Order No. 19, s. 2002; DepEd Orders 12, s. 2003; CSC MC No. 21, s. 2017 OR 10HR 1

STEP	ACTIVITY	BRIEF DISCRIPTION	RESPONSIBLE PERSON	FORMS TO USE	NUMBER OF HOURS
1	Updating the Schools Division Office's Personal Services Itemization and Plantilla of Personnel (PSIPOP)	Updating Schools Division Office's PSIPOP of the Department of Budget and Management by encoding the promotion, resignation, transfer and death of personnel to ascertain the vacancy subject for publication	Administrative Officer IV/V	PDF file of the PSIPOP	2 days
2	Requesting the Head of Office for Approval to publish vacant positions	A letter addressed to the Schools Division Superintendent indicating the Position Title, Plantilla Item Number, Name of the Incumbent, Cause of Vacancy and Official Station signed by the Administrative Officer V and the Assistant Schools Division Superintendent shall be forwarded to the Office of the Schools Division Superintendent for approval.	Human Resource Management Officer/Designated HRM Personnel	Approval Form.	5 days
3	Publishing & Posting of the vacant positions with the Civil Service Commission	The publication of vacant position is through the submission to the Civil Service Commission Davao del Sur Field Office (CSC DSEFO) the duly accomplished CSC Form No. 9 Revised in 2018. The publication is posted on the Division of Digos City's website, Facebook page, SDO bulletin board and three conspicuous places in Digos City. The announcement will inform the Implementing Unit/Schools/District and Division Records Section personnel and enjoin him/her to begin accepting applications from interested applicants and the deadline for submission of applications, which will be 10 days from the posting of the CSC Job Portal. All applicants must complete the job application google form for the Equal Employment Opportunity Principle, which is also stated and can be found on the lower part of the publication matrix.	Human Resource Management Officer/Designated HRM Personnel	CSC Form 9 posted in the (Deped Digos Website, FB Page, CSC Job Portal and SDO, Schools, Districts Bulletin Boards), Logbook, https://tinyurl.com/Deped-Digos-Application	10 days
4	Submission of application documents and Summary of Assessment by the District/School/Implementing Unit to the SDO	The transmittal list and application documents will be submitted to SDO for the vacant items in the Implementing Unit. If a Non-Teaching vacancy exists in the District/School/SDO, all application documents will be received by the SDO Records Section for document tracking and forwarded to the SDS Office the same day. In addition, the District/School/Implementing Unit Selection Committee's shall also submit the summary of assessment	Public Schools District Supervisor / School Head/Records Personnel	Document Tracking System/Assessment Document	5 days

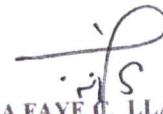
5	Forwarding the transmittal of all application Documents to HRMO for pre-assessment of the documents.	The Schools Division Superintendent Office shall consolidate all application documents and forward to HRMO together with the transmittal list.	Schools Division Superintendent Secretariat/Human Resource Management Officer/Designated HRM Personnel	Transmittal list and Application documents	3 days
6	Pre-assessment of documents and a meeting of the HRMPSB to plan the First and Second Phases of the Assessment Proper.	The HRMO shall pre-assess applicants' qualifications for the position applied for, whether or not they are qualified applicants in accordance with the Qualification Standards of the position. Following the completion of the aforementioned activity, the HRMO shall submit the pre-assessment result to the HRMPSB. The HRMPSB will determine the date of the examination, open document review, interview, and final evaluation of the applicants. Those who do not meet the QS of the position applied for will be notified of their disqualification prior to the scheduled date of the examination, open document assessment, and interview.	HRMPSB/Designated HRMO Personnel	Pre-assessment evaluation form	10 days
7	Posting the notification of the qualified applicants and calling each applicant for confirmation	The result of the pre-assessment of the HRMO on the qualification of the applicants shall be posted in the SDO bulletin board and website. The qualified applicants shall be notified thru email or phone call on the scheduled date of examination and interview. Failure of the qualified applicant to appear on the scheduled date of examination and interview shall be construed as a waiver on their part. Those who did not qualify shall be informed in writing indicating the part of QS where they failed to meet.	HRMPSB/Designated HRMO Personnel	Division Memorandum	10 days
8	First Phase - Written/Online Examination	The examination shall be conducted as scheduled and approved by the members of the Human Resource Merit Promotion and Selection Board (HRMPSB). It shall be administered by the HRMO using the questions crafted by the members of the HRMPSB in a meeting conducted for that purpose preparing questions appropriate to each position applied for with highlights on competencies. The examination can be face-to-face or virtual.	HRMPSB/Human Resource Management Officer/Designated HRM Personnel / Microsoft Ambassador	Written examination /online examination (google form)	1 day

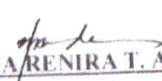
9	Second Phase - Open Assessment of documents and interview of the Applicants	The interview shall be conducted after the examination by the members of the HRMPSB. The interview can be conducted face-to-face or virtual	HRMPSB/Human Resource Management Officer/Designated HRM Personnel	Open Assessment and Interview Sheet for applicants	1 day
10	Consolidating of Results of the Examination, Interview, and Open Assessment of Documents	The HRMPSB /Human Resource Management Officer / Designated HR Personnel shall consolidate the numerical results in the written/online examination, open assessment, and interview in a score sheet to generate the ranking of the applicants	HRMPSB/Human Resource Management Officer/HRMPSB Secretariat	Score Sheets / Rating Sheets	3 days
11	Third Phase - Background Investigation (BI)	The Background Investigation is an activity to know the applicants better aside from knowing him/her during the interview conducted. It shall focus on the performance of the applicants in his/her present job. It includes inquiring into the relationship of the applicants to his/her Head of Office, Immediate Superior, Co-worker and peers. Good traits and the misdemeanor of the applicants shall also be one of the subjects of inquiry. Further, his/her neighbors may also be asked to determine whether or not the candidate has demonstrated behavior compatible to the applied position.	HRMPSB/Human Resource Management Officer/Designated HRM Personnel	Background Investigation Form Email, electronic messaging and phone call	5 days
12	Submission of the Summary of Assessment	In the Summary of Assessment, the names of the candidates are listed by rank, together with the number of points they obtained and duly signed by the Members of the HRMPSB. The results of the Background Investigation (BI) of the top five (5) in the ranking are also attached, which may vary depending on the number of vacant items.	HRMPSB/Human Resource Management Officer/Designated HRM Personnel	Summary of Assessment	1 day
13	Selection of Appointing Authority of the applicant to be appointed	The Appointing Authority shall put a check mark in the Summary of Assessment Form on the name of the applicant whom he/she chooses to appoint and indicate opposite the name of the prospective appointee the words "for appointment issuance". If no applicant is selected within 15 days from the receipt of the SOA, the vacancy will be re-announced.	Schools Division Superintendent	Summary of Assessment	15 days

14	Preparation and issuance of appointment	The HR personnel shall notify the appointee of the need to submit the requirements and prepare the appointment documents. The HR Designated Personnel shall ensure that the appointee's pertinent papers are thoroughly checked as to completeness, veracity, accuracy, authenticity, otherwise they shall not be endorsed to the HRMO. The HRMO shall review and affix his/her initial in the appointment documents before transmitting to AO V-Admin for signature. Following that, endorsement of documents to ASDS, and SDS for appointment signature. The appointment shall then be issued.	HRMO/HRMO Designated personnel / ASDS / SDS	CS Form 33-A (Appointment), Assignment Order, CS Form 212 (PDS), DBM-CSC Form 1 (PDF), CS Form 32 (Oath of Office), CS Form 4 (Certification of Assumption to Duty)	10 days (74 days total Turn Around Time from Publication to Issuance of the Appointment)
15	Orientation of the newly appointed personnel	After the release of the appointment documents, the appointee shall attend an orientation (virtual or in person) to be oriented on the Department of Education orders implementing its Vision, Mission, and Developmental Goals, as well as their duties and responsibilities as stated in their Position Description Form.	HRMO/ HRMO Designated personnel	Orientation Program	1 day

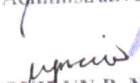
Prepared by:


FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

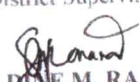

MYHRRRA FAYE C. LLANOS
Administrative Officer IV


FERNARENIRA T. ALDE
Public School District Supervisor


CHERRY ROSSETTE E. OLIVA
Public School District Supervisor


RONILYN P. NIEVES
Education Program Supervisor


ELY G. CATALUNA
Public School District Supervisor


GERALDINE M. RANARA
Administrative Officer II


RAMEL M. AYOP
Administrative Officer II

Reviewed by:


BASILIO P. MANA-AY JR. EdD.
Assistant Schools Division Superintendent

Approved by:

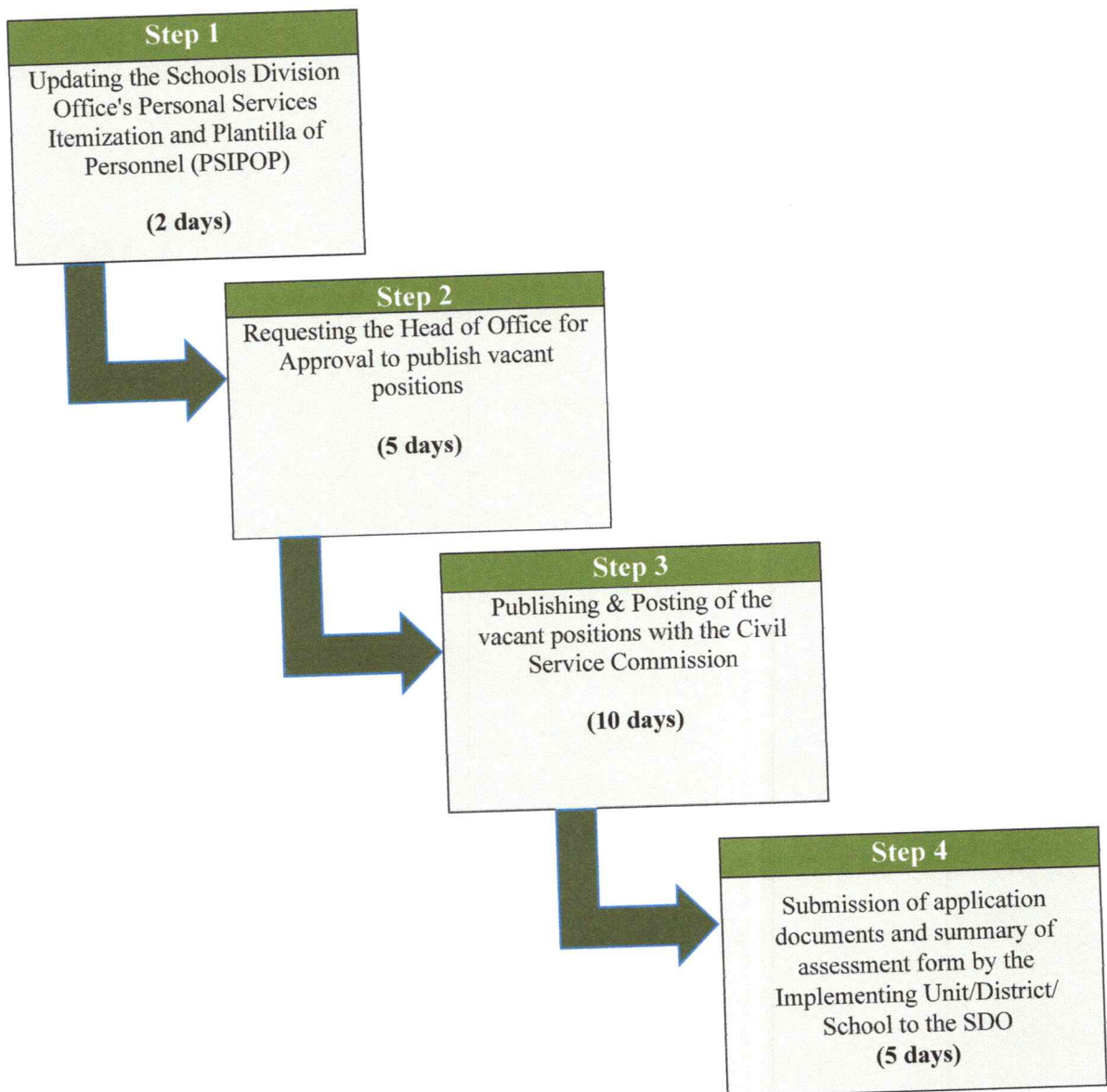

CRISTY C. EPE
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



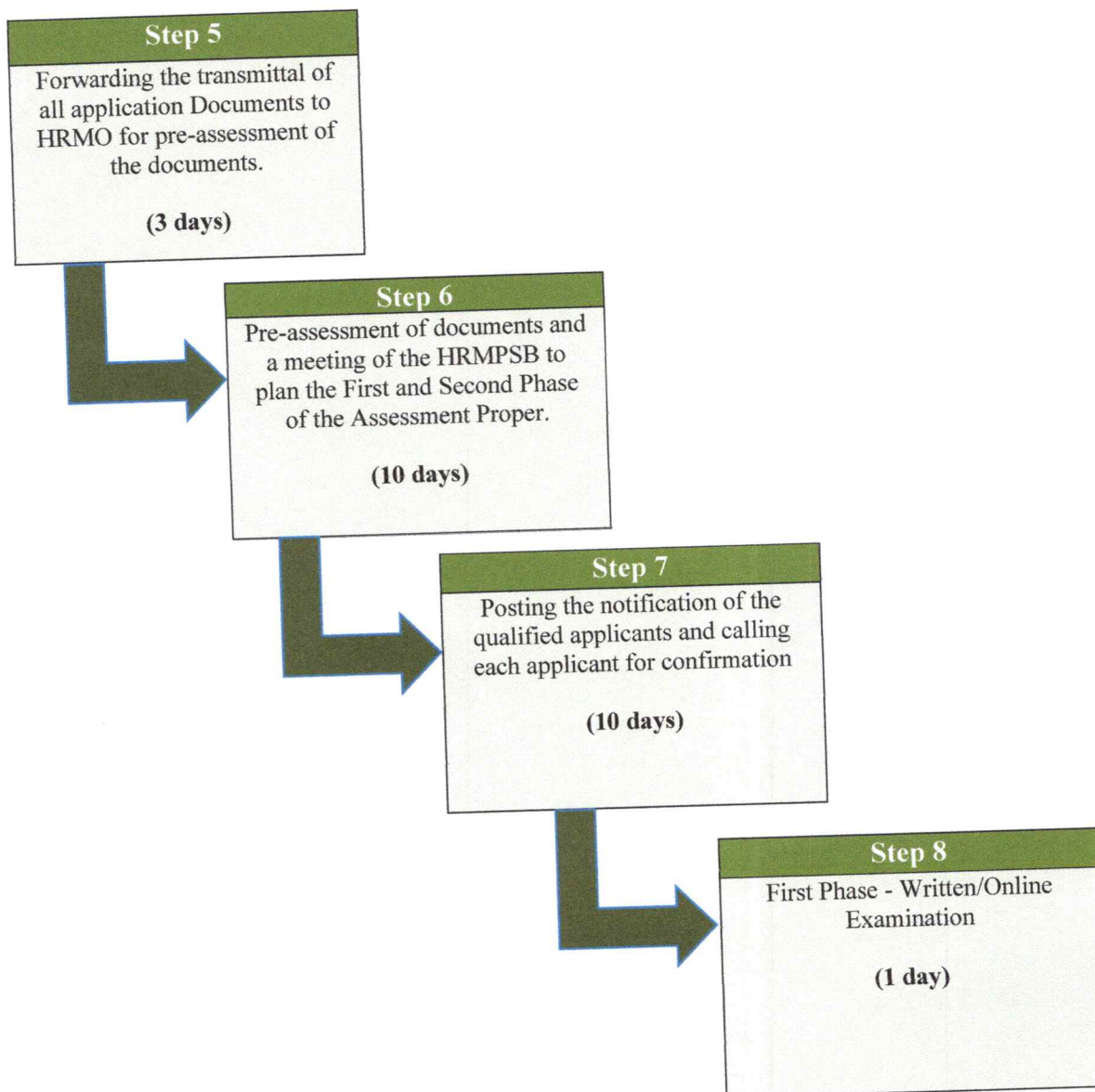
***PROMOTION TO TEACHER AND MASTER TEACHER
PROCESS FLOW***



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



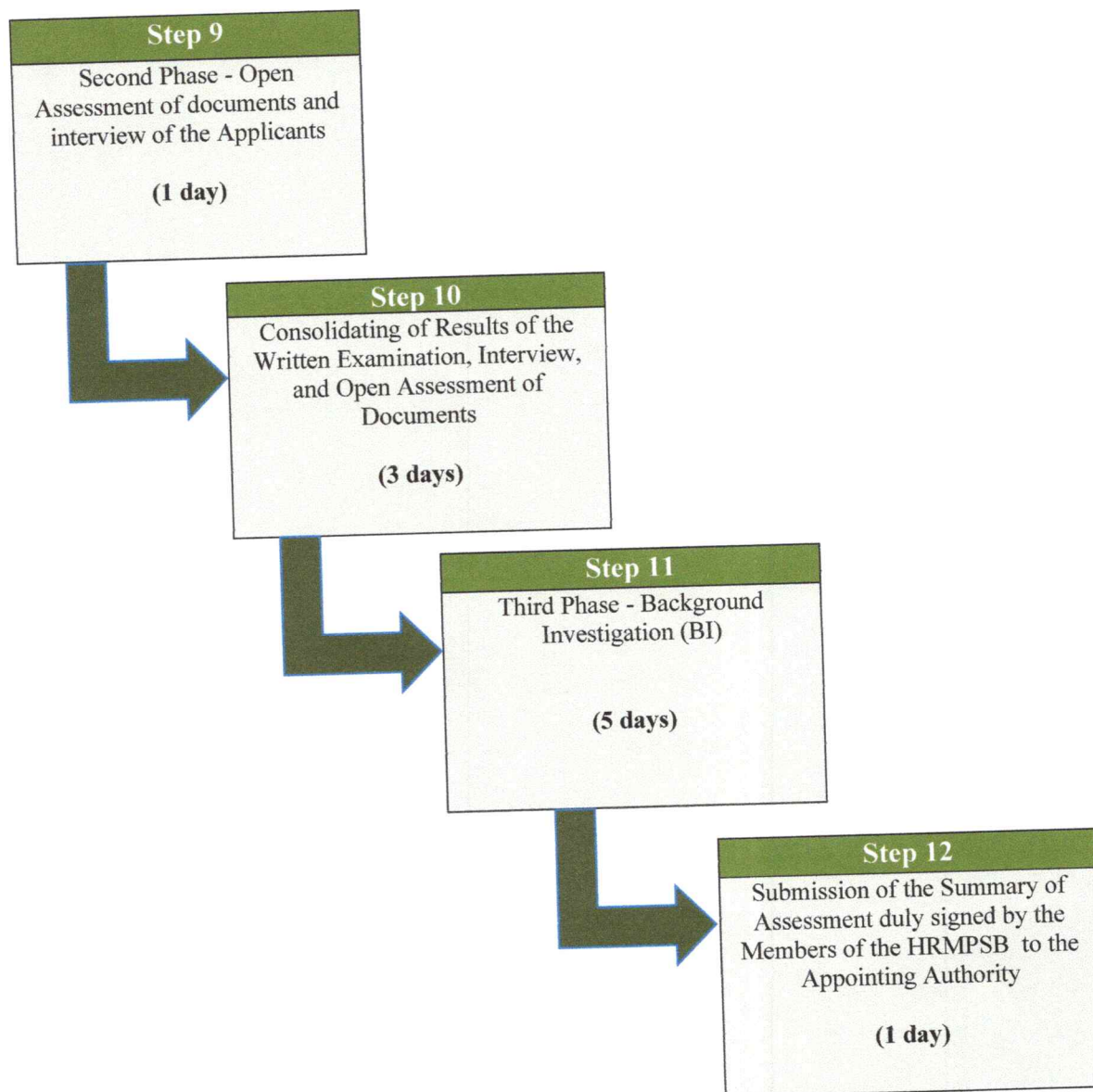
Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



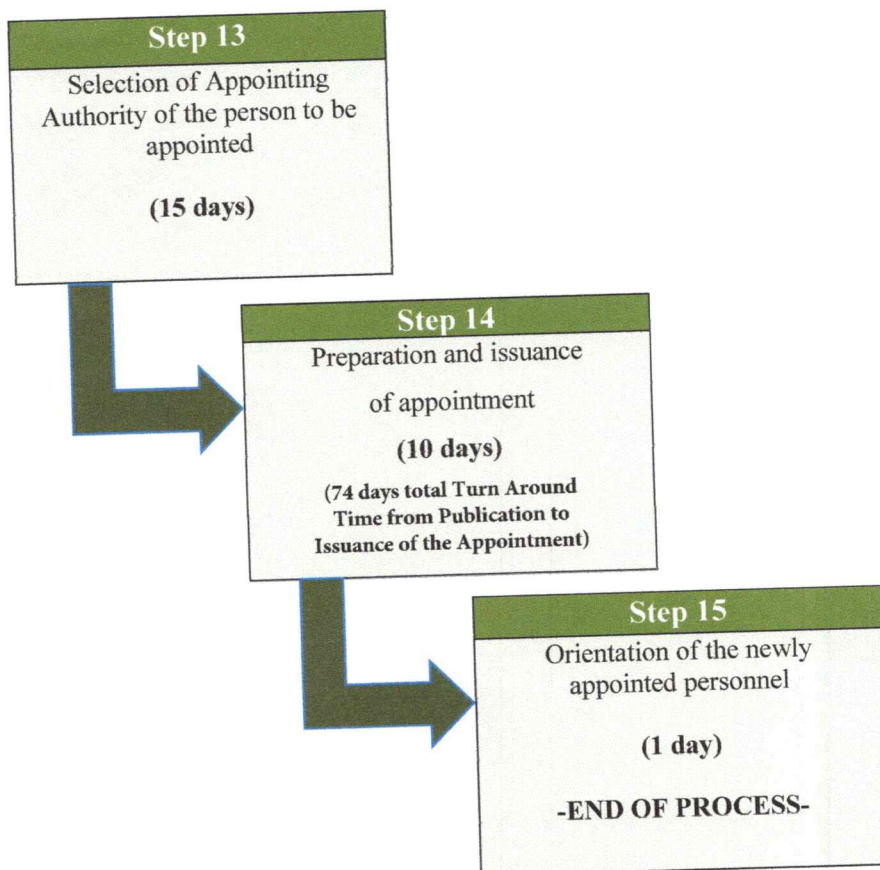
Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

**PROCESS FLOW IN THE RECRUITMENT, SELECTION AND PLACEMENT OF NON-TEACHING POSITIONS
IN THE DIVISION OF DIGOS CITY**

Legal Bases: (DepEd Order No. 66, s. 2007; DepEd Order No. 19, s. 2022; CSC MC No. 24, s. 2017 ORAOHRA)

STEP	ACTIVITY	BRIEF DESCRIPTION	RESPONSIBLE PERSON	FORMS TO USE	NUMBER OF HOURS
1	Updating the Schools Division Office's Personal Services Itemization and Plantilla Of Personnel (PSIPOP)	Updating Schools Division Office's PSIPOP of the Department of Budget and Management by encoding the promotion, resignation, transfer and death of personnel in order to ascertain the vacancy subject for publication.	Administrative Officer V/IV	Download Personal Services Itemization and Plantilla Of Personnel (PSIPOP) file.	2 days
2	Requesting the Head of Office for approval to publish vacant positions	A letter addressed to the Schools Division Superintendent indicating the Position Title, Plantilla Item Number, Name of the Incumbent, Cause of Vacancy and Official Station signed by the Administrative Officer V and the Assistant Schools Division Superintendent shall be forwarded to the Office of the Schools Division Superintendent for approval.	Human Resource Management Officer/Designated HRM Personnel	Approval Form.	5 days
3	Publishing & Posting of the vacant positions with the Civil Service Commission	The publication of vacant position is through the submission to the Civil Service Commission Davao del Sur Field Office (CSC DSFO) the duly accomplished CSC Form No. 9 Revised in 2018. The publication is posted on the Division of Digos City's website, Facebook page, SDO bulletin board and three conspicuous places in Digos City. The announcement will inform the Implementing Unit and Division Records Section personnel and enjoin him/her to begin accepting applications from interested applicants and the deadline for submission of applications, which will be 10 days from the posting of the CSC Job Portal. All applicants must complete the job application google form for the Equal Employment Opportunity Principle which is also stated and can be found on the lower part of the publication matrix.	Human Resource Management Officer/Designated HRM Personnel/ Designated Division Records Section Personnel	CSC Form 9 posted in the (DepEd Digos Website, FB Page, CSC Job Portal and SDO, Schools, Districts Bulletin Boards) Logbook, https://tinyurl.com/DepEd-Digos-Application	10 days
4	Submission of application documents and summary of assessment form by the Implementing Unit Records Section	The transmittal list and application documents will be submitted to SDO for the vacant item, in the Implementing Unit. If a Non-Teaching vacancy exists in the District School SDO, all application documents will be received by the SDO Records Section for document tracking and forwarded to the SDS Office the same day. In addition, the District/School/Implementing Unit Selection Committee shall submit also the summary of assessment.	Implementing Unit Personnel Section/Records Personnel/SDS Secretariat	Document Tracking System	5 days

5	Forwarding the transmittal of all application Documents to HRMO for pre-assessment of the documents	The Schools Division Superintendent Office shall consolidate all application documents and forward to HRMO together with the transmittal list	Human Resource Management Officer/Schools Division Superintendent Secretariat/Designated HRM Personnel	Transmittal list and Application documents	3 days
6	Pre-assessment of documents and a meeting of the HRMPSB to plan the First and Second Phases of the Assessment Proper.	The HRMO shall pre-assess applicants' qualifications for the position applied for, whether or not they are qualified applicants in accordance with the Qualification Standards of the position. Following the completion of the aforementioned activity, the HRMO shall submit the pre-assessment result to the HRMPSB. The HRMPSB will determine the date of the examination, open document review, interview, and final evaluation of the applicants. Those who do not meet the QS of the position applied for will be notified of their disqualification prior to the scheduled date of the examination, open document assessment, and interview.	HRMPSB/Designated HRMO Personnel	Pre-assessment evaluation form	10 days
7	Posting the notification of the qualified applicants and calling each applicant for confirmation	The result of the pre-assessment of the HRMO on the qualification of the applicants shall posted in the SDO bulletin board and website. The qualified applicants shall be notified thru email or phone call on the scheduled date of examination and interview. Failure of the qualified applicant to appear on the scheduled date of examination and interview shall be construed as a waiver on their part. Those who did not qualify shall be informed in writing indicating the part of QS where they failed to meet.	HRMPSB/Designated HRMO Personnel	Division Memorandum	10 days
8	First Phase - Written/Online Examination	The examination shall be conducted as scheduled and approved by the members of the Human Resource Merit Promotion and Selection Board (HRMPSB). It shall be administered by the HRMO using the questions crafted by the members of the HRMPSB in a meeting conducted for that purpose preparing questions appropriate to each position applied for with highlights on competencies. The examination can be face-to-face or virtual	HRMPSB Human Resource Management Officer Designated HRM Personnel / Microsoft Ambassador	Written examination /online examination (google form)	1 day
9	Second Phase - Open Assessment of documents and interview of the Applicants	The interview shall be conducted after the examination by the members of the HRMPSB. The interview and assessment of documents can be conducted face to face or virtual	HRMPSB Human Resource Management Officer Designated	Open Assessment and Interview Sheet for applicants.	1 day

10	Consolidating of Results of the Written Examination, Interview, and Open Assessment of Documents	The HRMPSB /Human Resource Management Officer / Designated HR Personnel shall consolidate the numerical results in the written/online examination, open assessment, and interview in a score sheet to generate the ranking of the applicants.	HRMPSB/Human Resource Management Officer/HRMPSB Secretariat	Score Sheets / Rating Sheets	3 days
11	Third Phase - Background Investigation (BI)	The Background Investigation is an activity to know the applicants better aside from knowing him/her during the interview conducted. It shall focus on the performance of the applicants in his/her present job. It includes inquiring into the relationship of the applicants to his/her Head of Office, Immediate Superior, Co-worker and peers. Good traits and the misdemeanor of the applicants shall also be one of the subjects of inquiry. Further, his/her neighbors may also be asked to determine whether or not the candidate has demonstrated behavior compatible with the desired position.	HRMPSB/Human Resource Management Officer/Designated HRM Personnel	Background Investigation Form Email, electronic messaging and phone call.	5 days
12	Submission of the Summary of Assessment	In the Summary of Assessment, the names of the candidates are listed by rank, together with the number of points they obtained and duly signed by the Members of the HRMPSB. The results of the Background Investigation (BI) of the top five (5) in the ranking are also attached, which may vary depending on the number of vacant items.	HRMPSB/Human Resource Management Officer/Designated HRM Personnel	Summary of Assessment	1 day
13	Selection of Appointing Authority of the applicant to be appointed	The Appointing Authority shall put a check mark in the Summary of Assessment Form on the name of the applicant whom he/she chooses to appoint and indicate opposite the name of the prospective appointee the words "for appointment issuance". If no applicant is selected within 15 days from the receipt of the SOA, the vacancy will be re-announced.	Schools Division Superintendent	Summary of Assessment	15 days
14	Preparation and issuance of appointment	The HR Designated Personnel shall ensure that the appointee's pertinent papers are thoroughly checked as to completeness, veracity, accuracy, authenticity, otherwise they shall not be endorsed to the HRMO. The HRMO shall review and affix his/her initial in the appointment documents before transmitting to AO V-Admin for signature. Following that, endorsement of documents to ASDS, and SDS for appointment signature. The appointment shall then be issued.	HRMO/HRMO designated personnel / ASDS / SDS	CS Form 33-A (Appointment), Assignment Order, CS Form 212 (PDS), DBM-CSC Form 1 (PDF), CS Form 32 (Oath of Office), CS Form 4 (Certification of Assumption to Duty)	10 days

15	Orientation of the newly appointed personnel	After the release of the appointment documents, the appointee shall attend an orientation (virtual or in person) to be oriented on the Department of Education orders implementing its Vision, Mission, and Developmental Goals, as well as their duties and responsibilities as stated in their Position Description Form.	HRMO/ HRMO designated personnel	Orientation Program	1 day
16	On-boarding Activities of the Newly Appointed Personnel	The on-boarding activities shall be undertaken by the personnel with original and transfer nature of appointment for a month with different activities in every week to be supervised by the immediate superior. Every week the appointee should have different tasks to perform like learning and to understand his/her job description, internalizing rules and regulation of the Civil Service Commission and Department of Education, to adopt to the routinary work of the as a government employee. Further, he/she should undergo coaching and mentoring by his immediate superior so that after the on-board activities the appointee will be more responsible and can be left alone to perform his/her duties and responsibilities with less supervision or without supervision.	Administrative Officer V/Human Resource Management Officer/Designated HRM Personnel	On boarding Report	30 days

Prepared by:

FRANCIS JUDE D. ALCOMENDRAS

Administrative Officer V

RONILYN P. NIEVES

Education Program Supervisor

MYHRA FAYE C. ILANOS

Administrative Officer IV

ELY G. CATALUÑA

Public School District Supervisor

FERNAN RENIRA T. ALDE
Public School District Supervisor

GERALDINE M. RANARA

Administrative Officer II

CHERRY ROSSETTE E. OLIVA
Public School District Supervisor

RAMEL M. AYOP

Administrative Officer II

Reviewed by:

BASILIO P. MANA-AY JR. EdD.

Assistant Schools Division Superintendent

Approved by:

CRISTY C. EPE

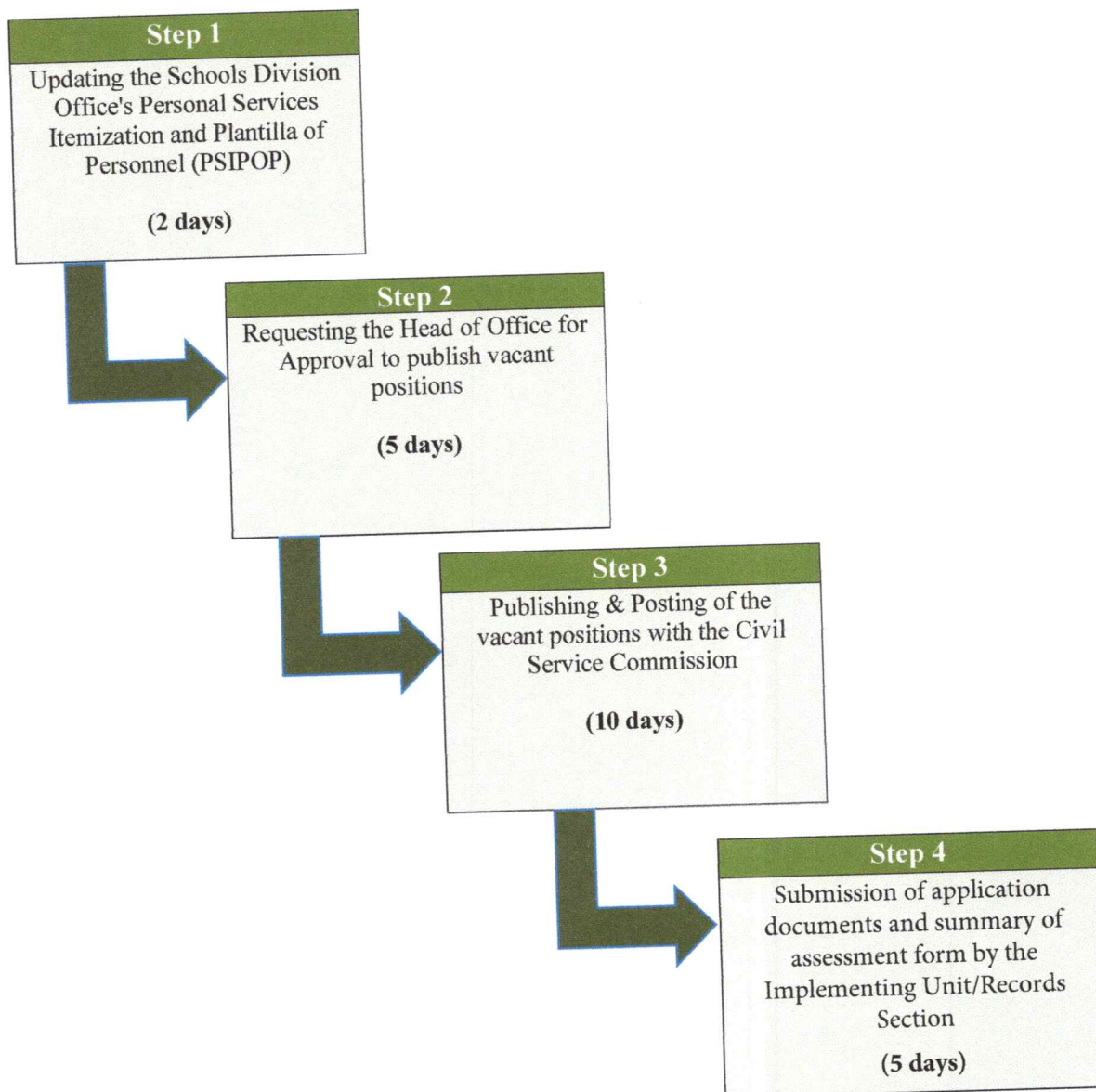
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



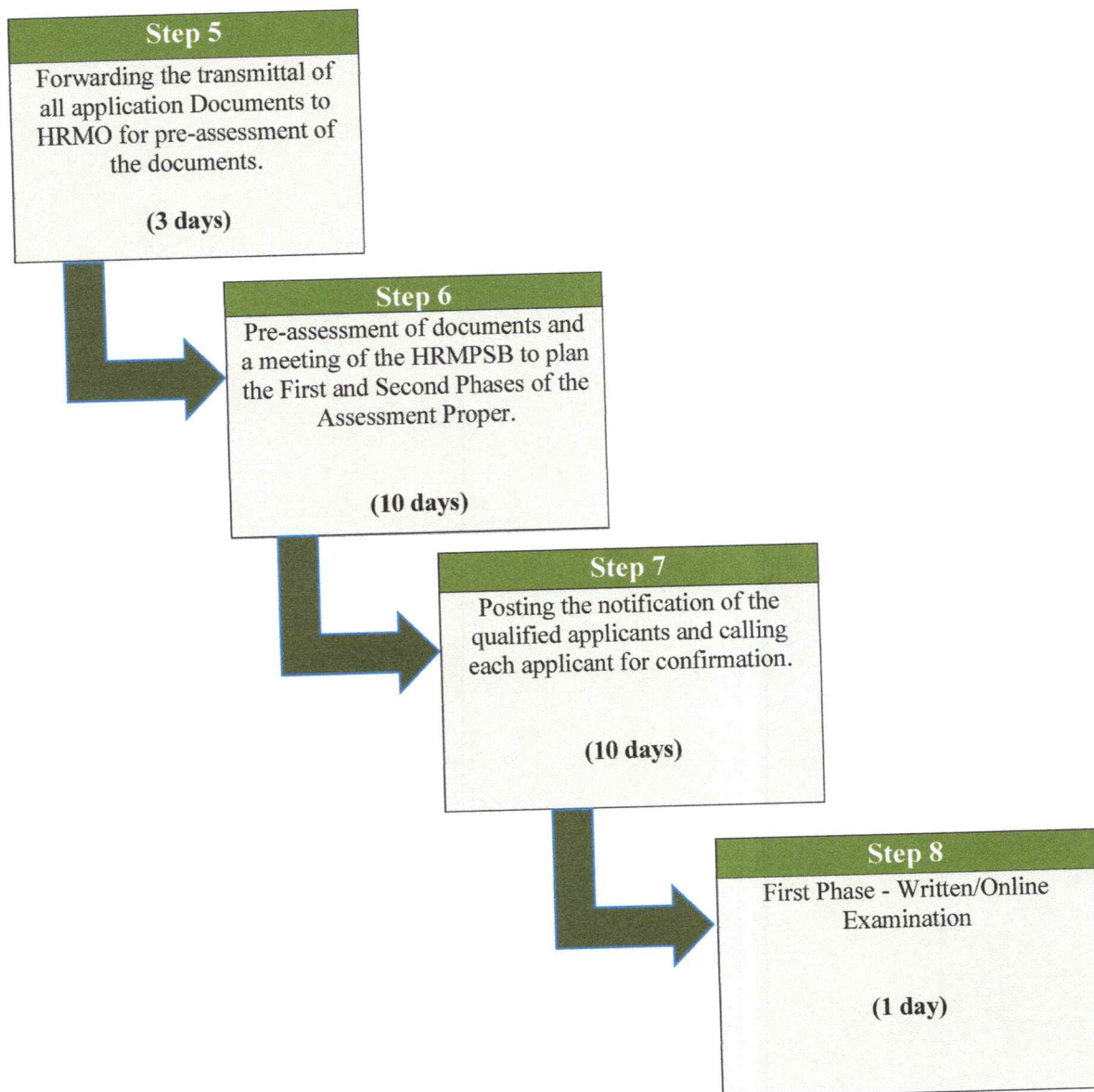
NON-TEACHING PROCESS FLOW



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



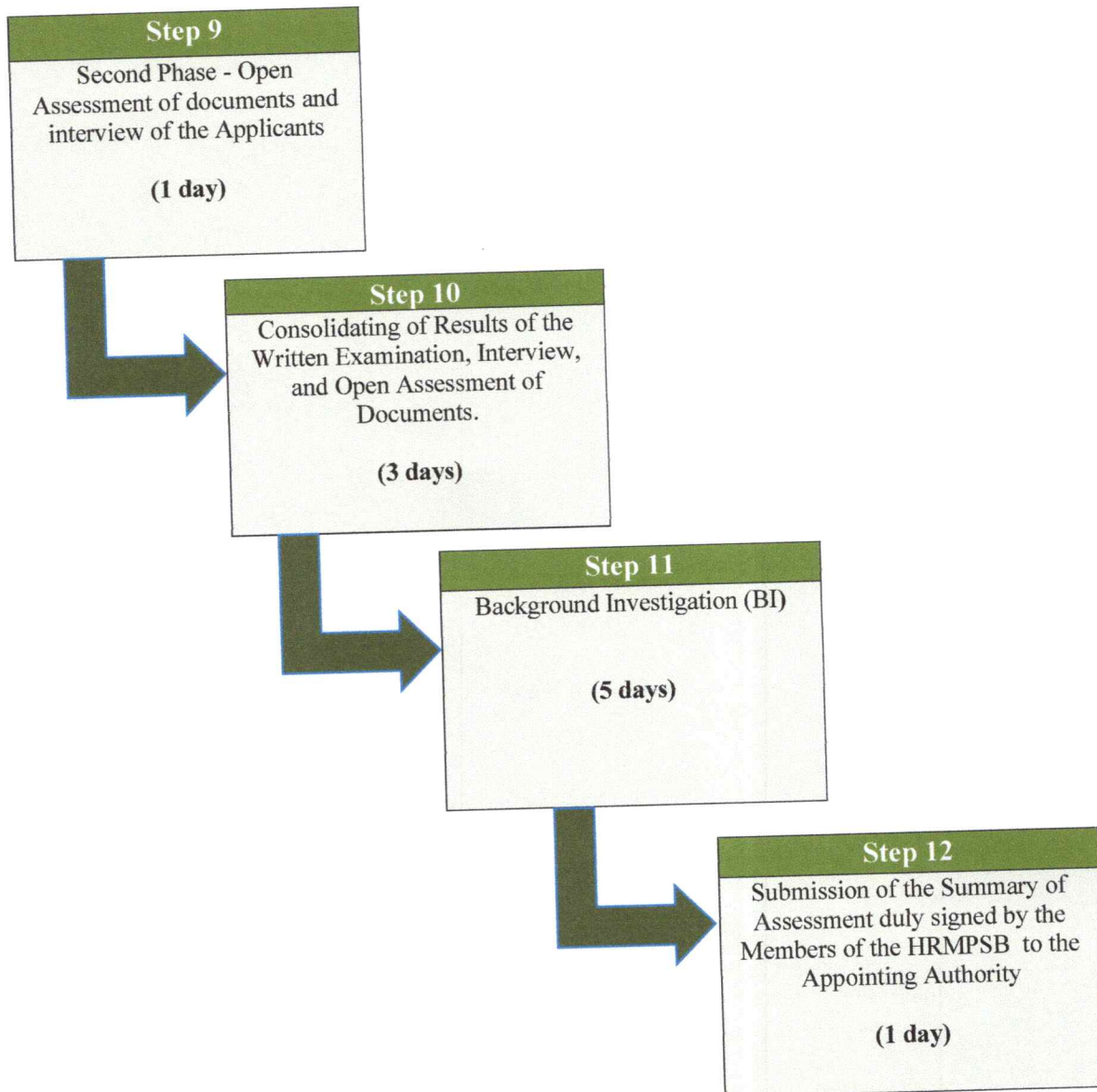
Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



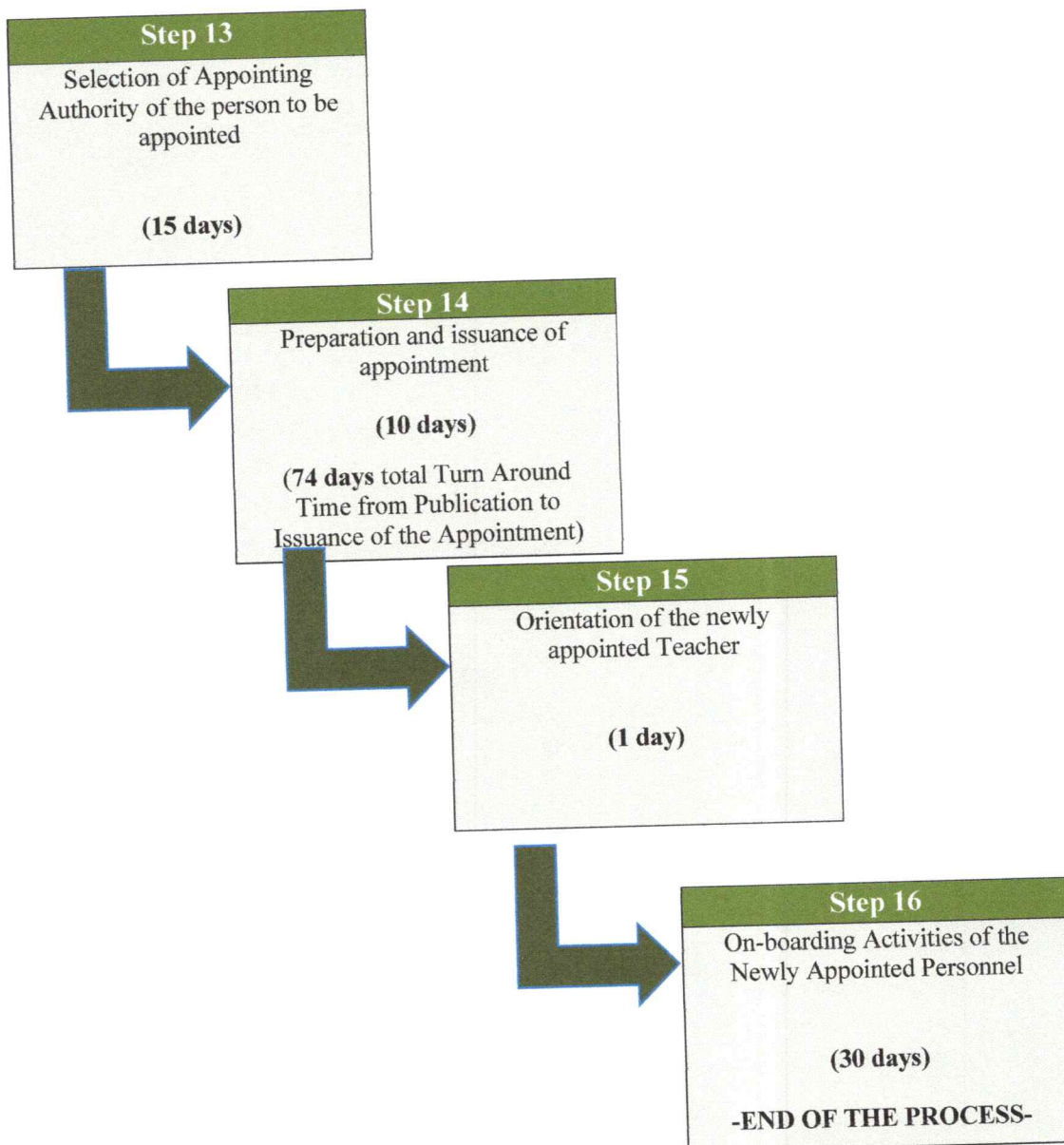
Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



PROCESS FLOW IN THE RECRUITMENT, SELECTION AND PLACEMENT OF APPLICATION FOR TRANSFER IN THE DIVISION OF DIGOS CITY



Legal Bases: (DepEd Order No. 22, s. 2013; DepEd Order No. 19, s. 2022; CSC MC No. 21, s. 2017 OR 10HRU)

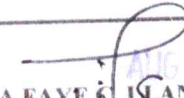
STEP	ACTIVITY	BRIEF DESCRIPTION	RESPONSIBLE PERSON	FORMS TO USE	NUMBER OF HOURS
1	Updating the Schools Division Office's Personal Services Itemization and Plantilla of Personnel (PSIPOP)	Updating Schools Division Office's PSIPOP of the Department of Budget and Management by encoding the promotion, resignation, transfer and death of personnel to ascertain the vacancy subject for publication	Administrative Officer IV/V	PDF file of the PSIPOP	2 days
2	Requesting the Head of Office for Approval to publish vacant positions	A letter addressed to the Schools Division Superintendent indicating the Position Title, Plantilla Item Number, Name of the Incumbent, Cause of Vacancy and Official Station signed by the Administrative Officer V and the Assistant Schools Division Superintendent shall be forwarded to the Office of the Schools Division Superintendent for approval.	Human Resource Management Officer/Designated HRM Personnel	Approval Form	5 days
3	Publishing & Posting of the vacant positions with the Civil Service Commission	The publication of vacant position is through the submission to the Civil Service Commission Davao del Sur Field Office (CSC DSFO) the duly accomplished CSC Form No. 9 Revised in 2018. The publication is posted on the Division of Digos City's website, Facebook page, SDO bulletin board and three conspicuous places in Digos City. The announcement will inform the Implementing Unit/Schools/District and Division Records Section personnel and enjoin him/her to begin accepting applications from interested applicants and the deadline for submission of applications, which will be 10 days from the posting of the CSC Job Portal. All applicants must complete the job application google form for the Equal Employment Opportunity Principle, which is also stated and can be found on the lower part of the publication matrix.	Human Resource Management Officer/Designated HRM Personnel	CSC Form 9 posted in the (DepEd Digos Website, FB Page, CSC Job Portal and SDO, Schools, Districts Bulletin Boards), Logbook, https://tinyurl.com/DepEd-Digos-Application	10 days
4	Submission of Application Documents to the SDO	The applicant will submit his/her application documents addressed to the Superintendent of the Schools Division of Digos City, which will be received by the Records Section for document tracking and will be forwarded to the office of SDS Office. After SDS perusal he/she shall route the application documents to the ASDS for ranking.	Records Personnel/SDS/ASDS	Document Tracking System	5 days

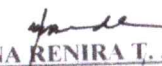
5	Ranking of the Transfer Applicants	The HRMPSB Chairperson shall route the documents of the applicants for transfer to the AO V-Admin for Elementary Grades and to Public Schools District Supervisor for the Secondary Grades for assessment and ranking purposes. They shall submit to the HRMPSB Chair thereafter the ranking list for review before transmitting to SDS.	ASDS/PSDS Secondary Grades/Administrative Officer V	Ranking List	20 days
6	The Conduct of Background Investigation	The purpose of the background investigation is to learn more about the applicants. The investigation must focus on the applicant's performance in his or her current job. It includes inquiring into the relationship of the applicants to his/her Head of Office, Immediate Superior, Co-worker and peers. Good traits and the misdemeanor of the applicants shall also be one of the subjects of inquiry. Further, his/her neighbors may also be asked to determine whether or not the candidate has demonstrated behavior compatible to the applied position.	Human Resource Management Officer/Designated HRM Personnel	Background Investigation Form Email, electronic messaging and phone call	5 days
7	Submission of the Ranking of the Applicant for Transfer to the Schools Division Superintendent	The Schools Division Superintendent receives a duly signed ranking list of applicants for transfer from the Evaluators via the Secretaries for approval. The results of the Background Investigation (BI) of the top five (5) in the ranking are also attached.	ASDS and SDS Secretariat	Applicant Transfer Ranking List	5 days
8	Selection of Appointing Authority	The Schools Division Superintendent shall check the submitted list/ranking of applicants for transfer, and shall sign if found in order. However, appointment shall be based on the Revised Guidelines on the Transfer of Teachers and the Adaptive Measures on Prioritizing Application for Transfer and the vacancy per Plantilla of Personnel to accommodate such application.	Schools Division Superintendent	Applicant Transfer Ranking List	15 days
9	Draft Accommodation Letter and Submission of ROVA	HR Designated Personnel shall draft an accommodation letter to the concerned Division Office informing that the transfer request can be accommodated which shall be reviewed by the HRMO and affix his/her initial before transmitting to the AO V-Admin. Likewise the Report of Vacancy and Assignment (ROVA) bearing the name of the applicant to be transferred as proposed appointee shall be forwarded for SDS approval.	HRMO/AO V/AO IV/SDS	Accommodation Letter & ROVA	15 days

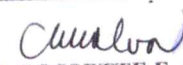
10	Releasing of Signed Accommodation Letter	The Records Personnel shall release the signed and approved accommodation letter to the transfer applicant addressed to the Head of Agency of the concerned Division Office. Likewise he/she shall comply all the requirements list for the processing of transfer appointment.	Records Personnel	Accommodation Letter	10 days
11	Preparation and issuance of appointment	The HR Designated Personnel shall ensure that the appointee's pertinent papers are thoroughly checked as to completeness, veracity, accuracy, authenticity, otherwise they shall not be endorsed to the HRMO. The HRMO shall review and affix his/her initial in the appointment documents before transmitting to AO V-Admin for signature. Following that, endorsement of documents to ASDS, and SDS for appointment signature. The appointment shall then be issued.	HRMO/HRMO designated personnel / ASDS / SDS	CS Form 33-A (Appointment), Assignment Order, CS Form 212 (PDS), DBM-CSC Form 1 (PDF), CS Form 32 (Oath of Office), CS Form 4 (Certification of Assumption to Duty)	15 days (100 days total Turn Around Time from Publication to Issuance of the Appointment)
12	Orientation of the newly appointed Personnel	The appointee shall undergo into an orientation (virtual or face to face) after receiving the appointment to be oriented on the Department of Education orders implementing its Vision, Mission, and Developmental Goals including their duties and responsibilities as stated in their Position Description Form.	HRMO/ HRMO designated personnel	Orientation Program	1 day

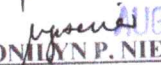
Prepared by:

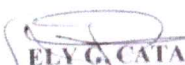

FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

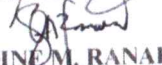

MYHRRRA FAYE A. ISANOS
Administrative Officer IV


FERNA RENIRA T. ALDE
Public School District Supervisor


CHERRY ROSSETTE E. OLIVA
Public School District Supervisor


RONILYN P. NIEVES
Education Program Supervisor


ELY G. CATALUNA
Public School District Supervisor


GERALDINE M. RANARA
Administrative Officer II


RAMEL M. AYOP
Administrative Officer II

Reviewed by:


BASILIO P. MANA-AY JR. EdD.
Assistant Schools Division Superintendent

Approved by:

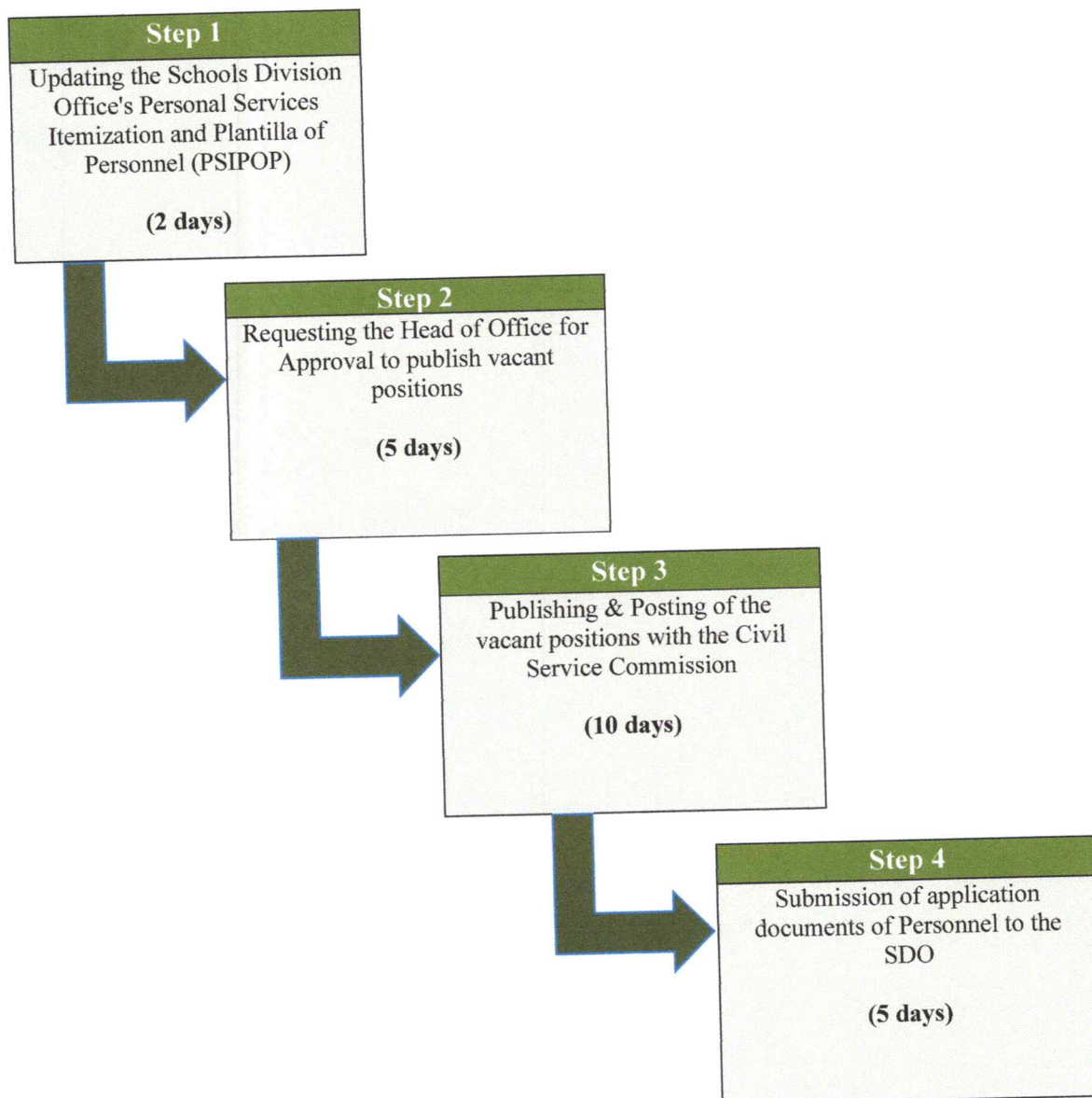

CRISTY C. EPE
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



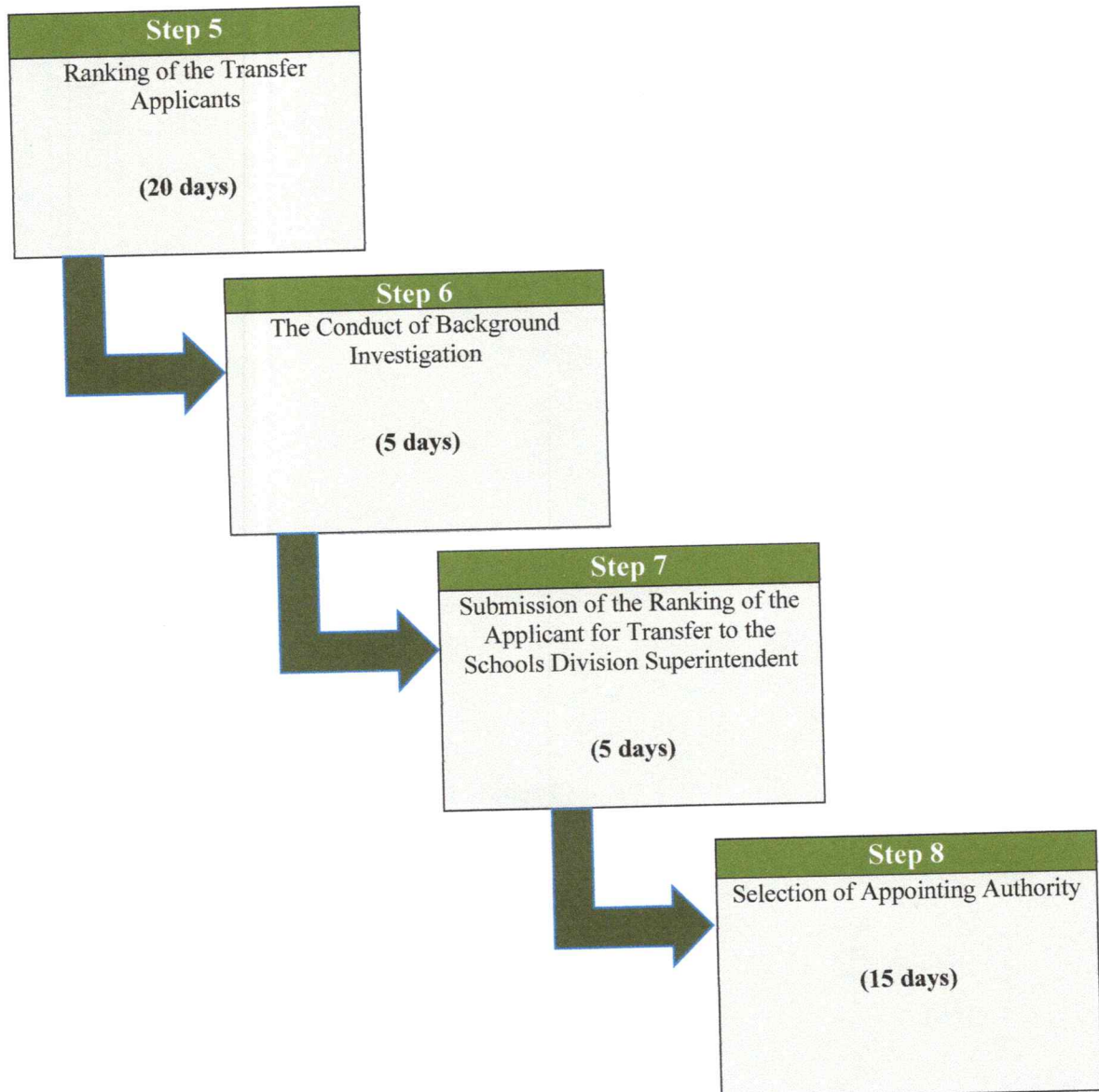
TRANSFER PROCESS FLOW



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No.: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



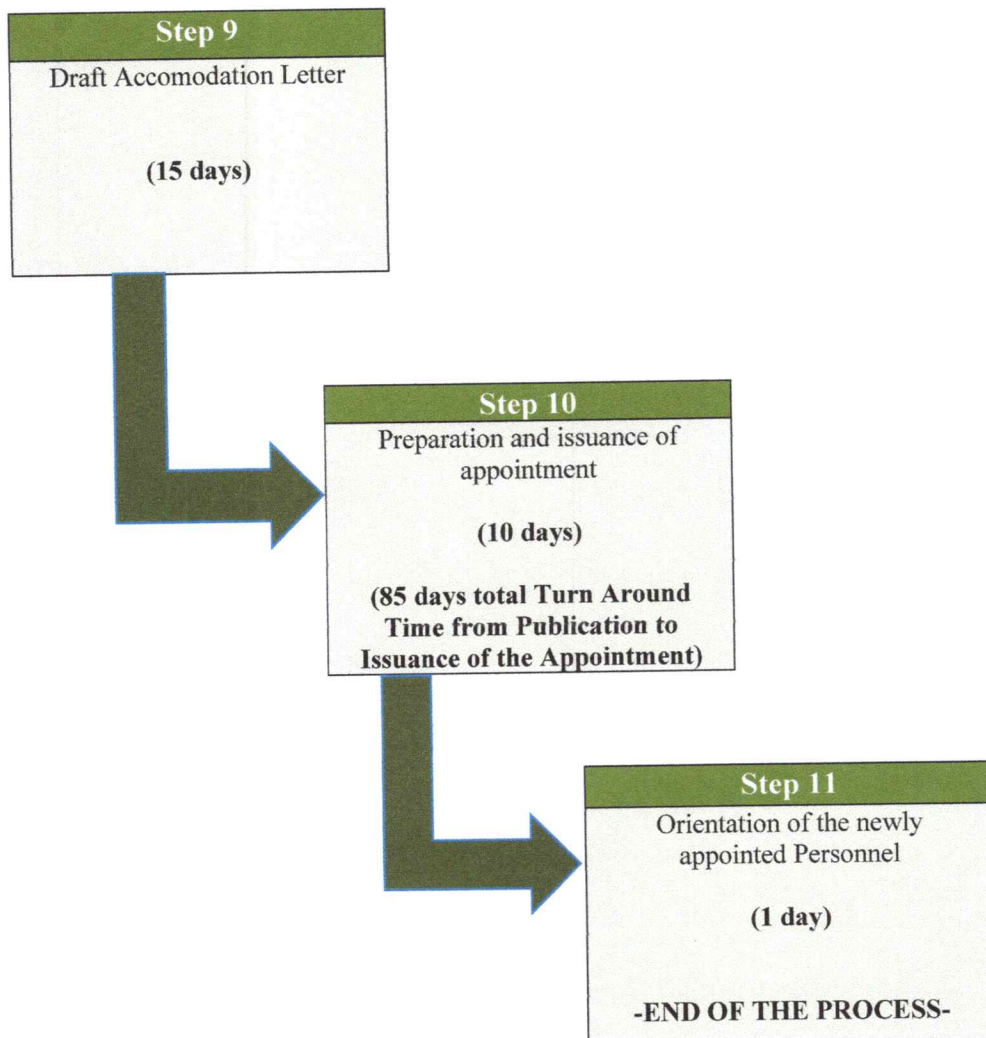
Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375