
	<p>Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074)422-7501</p>		<p>Document Code: Revision: 00 Effectivity date: 09-03-2018</p>
<p align="center">DIVISION MEMORANDUM</p>		<p>UNIT/SECTION: OSDS-SDS</p>	<p>Name of Office: Office of the Schools Division Superintendent</p>

October 17, 2018


Division Memorandum

No. 251 s. 2018

OCT 18 2018

**ADDENDUM TO DIVISION MEMORANDUM 189, s. 2018
(Adherence to the Standards, Rules and regulations in Personnel / HR Administration
Vis-à-vis 2017 Omnibus Rules on Appointments and Other Human Resource Actions)**

1. Herewith are clarification on the guidelines of the preparation of culled -out RQA for the Division Pool for vacancy published:
 - A. Relative to no. 2.2 of said Division Memorandum 189, s. 2018, On Ranklist for Appointment of Permanent Teacher I, **Section c**, reiterating that the School Screening Committee should provide cull-out of names from the RQA using the same format, indicating the date of deliberation and signed by the School Screening Committee, of which it will be countersigned by the Division Human Resource Management Personnel Selection Board (DHRMPSB) and approved by the Schools Division Superintendent.
 - a. **For Elementary Level** – All applicants within the district
 - b. **Secondary (JHS and SHS)** – All applicants in the division, by subject area needed.
 - c. **ALS** – All applicants with majors from the District, Elementary, Junior High School and Senior High School level.
 - B. Relative to promotion (2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA):
 - a. Rule II “Requirements for Regular Appointments”, **Section 6, Letter e**, Performance Rating – For appointment by promotion and transfer, the Performance Rating/s of the appointee in the present position for one (1) year prior to the date of assessment or screening, which should be at least Very Satisfactory, shall be required.
 - b. Rule VII “Publication and Posting of Vacant Positions”, **Section 29** – The publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published.
 - c. Rule IX “Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board”, **Section 95** – An employee should have obtained at least Very Satisfactory performance rating for one (1) year in the present position before being considered for promotion.
2. Immediate dissemination of and strict compliance to this Memorandum is desired.


MARIE CAROLYN B. VERANO, CESO VI
 Schools Division Superintendent