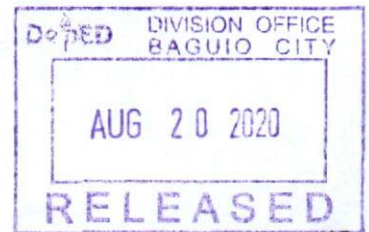




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



Division Memorandum Number 317, s. 2020

**POLICY ON THE PUBLICATION/POSTING AND ASSESSMENT OF  
VACANT POSITIONS IN THE SCHOOL LEVEL**

**TO: All Public Schools District Supervisors  
All Public School Heads  
SDO Division Chief, Unit/Section Heads  
All others concerned**

1. DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions," provides among others the composition of the Personnel Selection Board (PSB) or now the Human Resource Merit Promotion and Selection Board (HRMPSB), "2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018)," other issuances from the Central, Regional and Schools Division Offices, wherein there is no mention of such **District Personnel Selection Board**.
2. Pursuant to the Merit Selection Plan of the Department of Education, selection of employees shall be anchored on the principles of merit, competence, fitness and equality. It shall be opened to all applicants who are qualified regardless of gender, civil status, disability, religion, ethnicity or political affiliation.
3. Publication/posting and assessment for vacant Teacher II and Teacher III positions shall be done by the School HRMPSB **which shall now be chaired by the School Head**. Public Schools District Supervisors shall monitor the proceedings. The comparative assessment result together with the minutes of deliberation shall be submitted to the Division HRMPSB for review.
4. Likewise, publication/posting and assessment for other positions such as Master Teacher, Head Teacher, Assistant School Principal, School Principal and non-teaching positions for all schools shall be done by the Schools Division HRMPSB.
5. In addition, teachers who are seeking transfer to another station shall be given priority by this Office subject to the conditions/situations provided in DepEd Order no. 22, s. 2013 re Revised Guidelines on the Transfer of Teachers from One Station to Another. Hence, the deployment of teacher will be in school where teacher is most needed based on the Teacher Deployment Analysis by the Division Planning office.
6. For information, guidance and dissemination.

  
**MARIE CAROLYN B. VERANO, CESO V**  
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