



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

SEP 07 2023

DIVISION MEMORANDUM
NO. 296 s. 2023

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 450, S. 2023, TITLED
"GUIDELINES ON THE REQUEST FOR AUTHORITY FROM THE COMMISSION
ON ELECTIONS TO APPOINT OR HIRE NEW EMPLOYEES, CREATE AND FILL
NEW POSITIONS AND TRANSFER OFFICERS AND EMPLOYEES IN THE
CIVIL SERVICE"**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
All Other Concerned

1. Attached is a copy of Regional Memorandum No. 450, s. 2023 dated September 4, 2023, disseminating the Guidelines on the Request for Authority from the Commission on Elections to Appoint or Hire New Employees, Create and Fill New Positions and Transfer Officers and Employees in the Civil Service, for the guidance and information of all concerned.
2. Immediate dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO VI
Schools Division Superintendent

End: As stated

Reference:

Regional Memorandum No. 450, s. 2023



Kabukiran, Calaylayan, Abucay 2114 Bataan
www.facebook.com/DepEdBataan

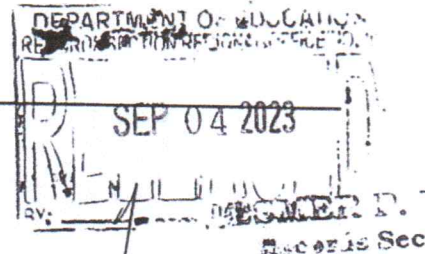
www.depedbataan.com
bataan@deped.gov.ph

"We Mould Heroes"





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM
NO. 450, S. 2023

**GUIDELINES ON THE REQUEST FOR AUTHORITY FROM THE
COMMISSION ON ELECTIONS TO APPOINT OR HIRE NEW EMPLOYEES,
CREATE AND FILL NEW POSITIONS AND TRANSFER OFFICERS AND
EMPLOYEES IN THE CIVIL SERVICE**

TO: All Schools Division Superintendents
All Others Concerned

1. Under Section 366, Article XIV of the Commission on Elections Resolution No. 10924¹, no head or appointing officer of any national or local government office, agency or instrumentality, including government-owned or controlled corporations shall appoint or hire any new employee, whether permanent, provisional, temporary, substitute or casual, or create and fill any new position, except upon prior authority of the Commission.
2. Under the same provision, the above prohibition is in place from September 15, 2023 (Friday) until October 29, 2023 (Sunday) and during the period of forty-five (45) days before the conduct of Barangay and Sangguniang Kabataan Elections.
3. The request for authority to appoint or hire new employees² shall be:
 - 3.1. In writing;
 - 3.2. Stating all information pertinent to the appointment or hiring (i.e. name of appointee, position, salary grade, name of the appointing authority, etc.) and the reasons for the same. In case the name of the appointee is not available at the time of filing of the request for authority, the same shall be submitted within three (3) days from the time of its availability.
 - 3.3. The request for authority shall be filed with the Law Department or Office of the Regional Election Director of the Commission, as the case may be.
 - 3.4. The Application for Request for Authority to Appoint or Hire Employees is attached as Annex "T" of COMELEC Resolution No. 10924.

¹ "General Guidelines and Other Related Rules and Regulations for the October 30, 2023 Barangay and Sangguniang Kabataan Elections (BSKE) and All Succeeding BSKEs Thereafter" promulgated on June 7, 2023

² Section 368, Article XIV of COMELEC Resolution No. 10924





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

4. On the other hand, the request for authority of the Commission to create and fill new positions shall be submitted in writing to the Law Department of the Commission.
 - 4.1. The said authority shall be granted by the Commission once it is satisfied that the position to be created and filled is essential to the proper functioning of the office or agency concerned and that the filling up of such position shall not in any manner influence the results of the election.
 - 4.2. The Application for Request for Authority to Create or Fill New Positions is attached as Annex "U" of COMELEC Resolution No. 10924.³
5. Further, no public official shall make or cause any transfer or detail whatsoever of any officer or employee in the civil service, including public school teachers, within the election period, except upon prior written authority of the Commission.
 - 5.1. The requests for authority to make or cause any transfer or detail of any officer or employee in the civil service shall be filed with the Law Department or Office of the Regional Election Director of the Commission, as the case may be.
 - 5.2. The Application for Request for Authority to Transfer or Detail Civil Service Officers or Employees is attached as Annex "V" of COMELEC Resolution No. 10924.⁵
 - 5.3. The said request for authority shall be in writing; indicating the office and place to which the civil service employee is proposed to be transferred or detailed or otherwise moved; stating the reasons for the transfer or detail; and all other data or information as the agency may deem important or necessary regarding the same.⁶
6. The foregoing provisions shall serve as the guidelines in requesting authority to hire new teachers or fill vacant teacher items from the Commission.
7. For information and guidance.


MAY B. ECLAR, PhD, CESO III
Regional Director

Encl.: COMELEC Resolution No. 10924

³ Section 369, Article XIV of COMELEC Resolution No. 10924

⁴ Section 376, Chapter II, Article XIV of COMELEC Resolution No. 10924

⁵ Section 377 and 378, Chapter II, Article XIV of COMELEC Resolution No. 10924

⁶ Section 379, Chapter II, Article XIV of COMELEC Resolution No. 10924

