



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

JAN 07 2025

DIVISION ADVISORY
No. 007 S. 2025

AMENDMENTS TO DEPED ORDER NO. 007, S. 2023
(Guidelines on the Recruitment, Selection, and Appointment in the
Department of Education)

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

In adherence to the **Department of Education's (DepEd)** commitment to efficiently fill vacant positions, the amended **DepEd Order No. 007, s. 2023** has been issued. This advisory provides an overview of the key amendments to ensure that recruitment, selection, and appointment procedures are conducted in line with the updated policies.

1. Scope of Amendments:

The amendments to **DO 007, s. 2023** aim to streamline the recruitment process for Teacher I positions across various levels (Kindergarten, Elementary, Junior High School, Senior High School, and ALS). The amendments also cover school administration, related-teaching, and non-teaching positions.

2. Key Changes:

- **Call for Applications:** Schools Division Offices (SDOs) are now authorized to begin calls for applications for Teacher I positions as early as October of the previous year for newly created positions, allowing for a more proactive approach to recruitment.
- **Specialized Skills and Qualifications:** Specific subject and language proficiency requirements (e.g., Filipino Sign Language, assistive technology skills) must be clearly outlined in the job postings.



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- Performance Ratings: Applicants must submit a photocopy of their Performance Rating from the most recent year. For those whose previous job performance was appraised on a semester or quarterly basis, the ratings will be combined to meet the one-year requirement.
- Provisional Appointments: Non-licensed graduates may be appointed under provisional appointments for specialized subjects, subject to specific conditions.
- Localization Law: Priority will be given to qualified applicants who are bona fide residents of the locality where the vacancy exists.
- Special Hiring Arrangements: Programs such as 4Ps, SPIMS, RA 7687, and RA 10612 will grant priority consideration, though only applicants listed in the CAR-RQA will be considered unless otherwise specified.

3. Appointment and Deployment Process:

The appointment process will continue to utilize the Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA). Priority in appointments will be given to candidates who meet the required qualifications and specialization.

4. Special Provisions for Substitute Teachers and School Principals:

- Substitute teachers must meet eligibility requirements and will be appointed from the existing pool of applicants in the CAR-RQA.
- First appointments to School Principal positions will require candidates to pass the National Qualifying Examination for School Heads (NQESH) or other similar assessments as required by DepEd.

5. Clarification on Documentary Requirements:

The Checklist of Requirements and Omnibus Sworn Statement no longer need to be notarized. These documents should instead be sworn before a public officer authorized to administer oaths.

6. Fast-Tracking the Hiring Process:

The HRMPSB, under the leadership of the Assistant Schools Division Superintendent (ASDS), will oversee the recruitment process, with possible sub-committees assisting in evaluations. External experts may be consulted when necessary to ensure that the most qualified candidates are selected.



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7. Implementation and Monitoring:

The amendments shall take effect immediately upon issuance. All concerned are advised to implement these changes in the recruitment process and monitor the timely filling of vacancies.

For further details, schools and concerned personnel may refer to the full DepEd Order No. 007, s. 2023 or contact the HRMPSB for clarification.

8. Immediate dissemination of and compliance with this Advisory is hereby directed.


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

CI11/prr
January 3, 2025



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