



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

September 15, 2025

DIVISION MEMORANDUM
NO. 327 s. 2025

**GUIDELINES ON THE TIMELY SUBMISSION OF APPOINTMENTS FOR
NEWLY HIRED AND PROMOTED PERSONNEL**

To: Assistant Schools Division Superintendent
Chief of Division, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary Heads
School Administrative Officers
All Others Concerned

1. To ensure full compliance with the Civil Service Commission (CSC) rule requiring the submission of appointments within thirty (30) days from the date of issuance, this memo serves as a reminder and guideline for all concerned personnel to strictly observe the following procedures and timelines:
2. **Submission Timeline**

Calendar Day	Action Taken	Status / Remarks
Day 1	Issuance of Notice of Advice for Appointment	SDO Records Office issues the notice
Day 2–6	Submission of complete documentary requirements by appointee to HRMO through the Records Office	Appointee must comply within 5 working days
Day 7–15	Review and processing of documents by HRMO	HRMO processes within 10 working days upon receipt
Day 16–30	Submission of finalized appointments to CSC	Ensures compliance with CSC's 30-day rule



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2.1 Required Actions by Concerned Offices

- Immediate Supervisors/Division Heads must coordinate with HRMO and ensure that appointees complete all required documents within the prescribed 5-day period.
- Newly Hired or Promoted Employees must accomplish and submit all pre-employment or promotion-related documents promptly upon notice of appointment
- HRMO Staff must ensure proper evaluation, preparation, and submission of appointments to CSC within the mandated time frame.

2.2 Importance of Compliance

Timely submission ensures:

- Proper recognition of the employee's official appointment
- Avoidance of delays in salary processing
- Prevention of disapproval or return of appointments due to late submission

3. Your full cooperation is enjoined to minimize late submissions and help streamline the appointment process. Let us continue to uphold efficiency, accountability, and compliance in all our personnel actions.

4. For information and guidance and strict compliance.


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

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