



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

February 13, 2026

**DIVISION MEMORANDUM**

No. 128, s. 2026

**STRICT COMPLIANCE WITH THE REQUIREMENT OF AN APPROVED APPOINTMENT OR SIGNED AUTHORITY PRIOR TO THE ASSUMPTION OF DUTY BY PERSONNEL**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Schools  
All Teaching and Non-Teaching Personnel  
All Others Concerned

1. Pursuant to the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), it provides that *"Any action denoting the movement or progress of human resource in the civil service such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion, and separation shall be known as human resource action<sup>1</sup>"* and that ***"all personnel actions shall be in accordance with such rules, standards, and regulations as may be promulgated by the Commission<sup>2</sup>."***
2. In line with this, all School Heads and personnel concerned are hereby reminded that **no teaching or non-teaching personnel shall be allowed to assume duty, report for work, or render service without an approved appointment<sup>3</sup> or written authority duly signed by the Schools Division Superintendent.**
3. This Office has observed instances wherein teaching personnel, whether transferees, newly hired, reappointed, promoted, or reassigned, are allowed to assume duty at the school level without the issuance of an approved appointment or a duly signed written authority from the Schools Division Superintendent.

<sup>1</sup> Section 2 of Rule I of 2025 ORAOHRA

<sup>2</sup> Section 26, Chapter 5, Title I (A), Book V of the Administrative Code of the Philippines.

<sup>3</sup> Section 4, Rule II Requirements for Regular Appointment, of 2025 ORAOHRA.



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4. Allowing personnel to assume duty without an approved appointment or written authority exposes the concerned officials and the appointee to serious administrative, legal, and financial consequences, including but not limited to the following:
  - a. Delayed or disapproved appointments by the Civil Service Commission (CSC) due to late submission;
  - b. Disallowance of salaries by the Commission on Audit (COA) for services rendered without appointments;
  - c. Possible administrative liability for violation of civil service laws, rules, and regulations; and
  - d. Accountability issues affecting the School Head and other responsible officers.
5. School Heads are therefore directed to strictly ensure that no personnel shall be permitted to assume duty unless there is a duly signed and approved appointment or written authority issued by this Office.
6. Failure to comply with this Memorandum shall be dealt with in accordance with existing laws, Civil Service Commission rules, DepEd Orders, and related policies.
7. Immediate and strict compliance is hereby enjoined.

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

Enclosure: As stated

To be included in the Perpetual Index

Under the following subjects

APPOINTMENT	ORAOHRA
PERSONNEL	NON TEACHING