



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**UNNUMBERED MEMORANDUM**

OSDS-SDS-UM-03-27-23/SSC

TO : **MA. LUISA T. DELA ROSA**  
Assistant Schools Division Superintendent

**MS. MARICHELLE B. LLAVE**  
Administrative Officer IV (Human Resource Management Officer)  
HRMO Personnel In-Charge of Processing Appointments

FROM : **SUSAN S. COLLANO, CESO V**  
Schools Division Superintendent

SUBJECT : **FAST-TRACKING OF PROCESSING OF APPOINTMENTS OF VACANT POSITIONS**

DATE : March 27, 2023

In the exigency of service, particularly the 15-day effectivity of the provisions of DepEd Order No. 007, s. 2023 titled Guidelines in the Recruitment, Selection and Appointment in the Department of Education issued on March 22, 2023 and the impending movement of the Schools Division Superintendents, you are hereby ordered to process without delay the appointment of the following vacant positions:

1. Education Program Supervisor, Curriculum Implementation Division
2. Administrative Aide
3. Security Guard
4. Teacher I, II
5. Head Teacher
6. Other teaching and nonteaching positions authorized to be filled up

It is emphasized that the schools and the office direly need the services of these personnel.

You are also ordered to render overtime with monetary pay, except the Assistant Schools Division Superintendent, commensurate to the work hours rendered and eligible for such pay.

Travels, nonessential activities and leave are on hold and/or recalled, if previously approved.

For compliance.

