



Republic of the Philippines
Department of Education

20 JUL 2015

DepEd ORDER
No. **31**, s. 2015

**GUIDELINES ON THE PUBLICATION AND FILLING-UP
OF ANTICIPATED VACANCIES**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Publication and Filling-Up of Anticipated Vacancies**, which aims to facilitate a more efficient recruitment and hiring process in the Department.
2. The added measures to be taken in the publication and filling-up of anticipated vacancies shall guide the DepEd field offices in conducting the recruitment and selection process in a more effective and timely manner.
3. All DepEd Orders and other related issuances, rules and regulations, and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
4. Immediate dissemination of and strict compliance with this Order is directed.

BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated

References: DepEd Orders: Nos.: 67, s. 2007; and 29, s. 2002

To be indicated in the Perpetual Index under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT	POLICY
EMPLOYEES	PUBLICATION
OFFICIALS	RECRUITMENT

GUIDELINES ON THE PUBLICATION AND FILLING-UP OF ANTICIPATED VACANCIES

I. Rationale

1. The Department of Education (DepEd) recognizes that an efficient recruitment and hiring process is vital for the successful delivery of basic education services. Thus, it is critical that the process be conducted in a timely and effective manner.

2. Whereas the common practice has been to post vacancies *after* natural vacancies occur or when the incumbent officially vacates a position, Civil Service rules provide that recruitment may begin *before* the position is officially vacated by the retiring or resigning incumbent. By posting vacancies in advance, the application and selection process can begin earlier, thereby already positioning a qualified replacement in time for the incumbent's departure.

3. In view of the above, this Order aims to provide DepEd field offices with added measures in the conduct of the recruitment and selection process in order to obviate human resource gaps in education services.

II. Scope

4. This Order shall only cover the publication and filling-up of anticipated natural vacancies caused by compulsory retirement and approved resignation of teaching and non-teaching DepEd personnel.

III. Policy Statement

5. The DepEd hereby enforces the added measures described in this Order to facilitate the efficient filling-up of anticipated natural vacancies. These guidelines are consistent with the Civil Service Commission's (CSC) *Omnibus Rules on Appointments and Other Personnel Actions*, which provides that "anticipated vacancies may be published simultaneously with the existing vacant position/s" (Rule IX, Sec. 4).

IV. Procedures

6. Regional Offices (ROs) and Schools Division Offices (SDOs) of the DepEd shall take the following measures:

- a. For the publication and filling-up of anticipated natural vacancies due to **compulsory retirement**

It shall be the duty of the RO or SDO's Administrative Officer in charge of personnel to post in three (3) conspicuous places of their offices the anticipated vacancy **at least three (3) months before it is officially vacated by the incumbent**, and to transmit a copy of the qualification

standards required of the position to the Civil Service Commission not later than the tenth day of every month.

- b. For the publication and filling-up of anticipated natural vacancies due to **approved resignation**

It shall be the duty of the RO or SDO's Administrative Officer in charge of personnel to post in three (3) conspicuous places of their offices the anticipated vacancy **at least one (1) month before it is officially vacated by the incumbent or as soon as the resignation is approved**, and to transmit a copy of the qualification standards required of the position to the Civil Service Commission not later than the tenth day of every month.

7. The publication of expected vacant positions shall include the specific job title, job requirements, job description, qualification standards, recruitment process, and the deadline for submission of applications. The date of posting shall be indicated in the notice.

8. The acceptance of applications as well as the evaluation and selection process may begin after publication. However, the selected candidate shall not be appointed until after the incumbent has officially vacated his/her position.

9. Existing DepEd Orders and other issuances on processes for selection, ranking, and appointment of teaching and non-teaching personnel shall be strictly followed.

V. Monitoring and Evaluation

10. The Policy Research and Development Division (PRD) shall continuously gather feedback on the implementation of the policy from all field offices. It shall conduct a period review of this policy to further enhance its provisions and effectiveness.

11. The Policy Planning and Research Division (PPRD) of ROs shall likewise conduct policy compliance monitoring to ensure that SDOs comply with these guidelines. Results of the policy compliance monitoring shall be submitted to PRD as an input for policy review.

VI. References

12. All DepEd Orders and other related issuances, rules and regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded or modified accordingly.

VII. Effectivity

13. This policy shall take effect fifteen (15) days after its publication in the Official Gazette or a newspaper of general circulation.

-nothing follows-