



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

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February 3, 2020

DIVISION MEMORANDUM

No. 45 s. 2021

**PROCESS FLOW IN THE PREPARATION AND APPROVAL OF MOVEMENT,  
DEPLOYMENT, AND REPLACEMENT OF TEACHING POSITIONS**

To: OIC-Asst. Schools Division Superintendent  
Chief Education Program Supervisors  
Education Program Supervisors  
District Supervisors  
Principals In-charge  
School Heads, Elementary, Junior & Senior High Schools  
All Others Concerned

1. In line with the efforts of the DepEd Northern Samar Division to ensure a systematic, efficient, fair, and transparent human resource action, this Office hereby announces the herein attached process flow in the deployment, movement, and replacement of teaching positions due to natural vacancy.
2. The process flow serves as a guide of the Division Office, District Offices, and Schools in the preparation and approval of matrix for movement, deployment, and replacement of various teaching positions.
3. It is reiterated that the Personnel Selection Board at the school, sub-division (district), and division levels must follow the ranking guidelines provided under DepEd Order No. 66 series of 2007 "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions" and DepEd Order No. 22, series of 2013 "Revised Guidelines on the Transfer of Teachers"
4. In the absence of publication for vacant position/s, the school, sub-division (district), or the division Personnel Selection Board have no authority to conduct any ranking of teachers except only if there is an order by the Schools Division Superintendent.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**GORGONIO D. DIAZ JR., PhD, CESO**  
Schools Division Superintendent



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Enclosure to DM No. 45, s. 2021

**PROCESS FLOW CHART IN THE MOVEMENT, DEPLOYMENT, AND REPLACEMENT OF TEACHING POSITIONS DUE TO NATURAL VACANCIES**

