



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
DIVISION OF PAGADIAN CITY

RELEASED

Date/Initial: 4-11-23
DepEd. Division of Pagadian City

April 11, 2023

DIVISION MEMORANDUM

No. 77, s. 2023

**NATURAL VACANCIES DUE TO MANDATORY/OPTIONAL
RETIREMENT, PROMOTION, TRANSFER/RESIGNATION, DEATH**

To: **PERSONNEL SELECTION BOARD (PSB), DISTRICT/SCHOOL SCREENING/
SELECTION COMMITTEES, ALL EMPLOYEES**
This Schools Division

1. Anticipated natural vacancy/ies due to mandatory retirement must be posted by the HRMO and respective PSDS/Principal at their field office/school at least **60 days before** the date of the mandatory retirement.
2. Application to the anticipated natural vacancy/ies must be submitted by any interested party/ies to respective committees **on or before the 10th day** after the POSTING.
3. The **CHAIRPERSON** of the concerned committee at the school, district and division level **MUST ASSESS** the applicants **on or before the 15th day** after posting, and **SUBMIT** to the superintendent the endorsement/s and the RQA/s-RANKINGS of respective **RESULTS** on or before the **20th day** after the posting.
4. **Failure to perform the above tasks, the SUPERINTENDENT shall have his OPTIONS to make the PROMPT REPLACEMENT of VACATED / UNFILLED ITEMS.**
5. But, application to the VACANCY/IES due to **VOLUNTARY RETIREMENT**, promotion, resignation and death are to be submitted by interested party/ies to respective committees **IMMEDIATELY** after the voluntary retirement, promotion, resignation or death **with or without any memorandum.**
6. **Concerned committee chairperson** must take the lead and initiative that the endorsement/s and the RQAs of the vacancy/ies in the preceding paragraph (#5) must be submitted to the superintendent **on or before the 8th day** after the said vacancy/ies.
7. It is the **obligation of any interested party/ies and the accountability of the committee chairperson** to keep themselves updated/informed on any natural vacancy/ies discussed in this memorandum, and do what is necessary to deliver prompt services to constituents.
8. Those designated/plotted/appointed are accountable of the necessary requirements including courtesy-coordination with respective Local Government Unit (LGU) and other parties.


*I look for these values in hiring people. The first is **PERSONAL INTEGRITY, COMPETENCE/INTELLIGENCE, DILIGENCE, and HIGH ENERGY** level. Warren Buffett. CEO, Berkshire Hathaway said; "... if you don't have the first, the others will kill you."*


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

frat/Division Memo
Control No. ___/04/11/2023



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