



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



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July 30, 2019

Division Memorandum  
No. 256, s. 2019

**RULE II, SEC. 6 OF THE 2017 OMNIBUS RULES ON APPOINTMENTS AND  
OTHER HUMAN RESOURCE ACTIONS (ORA-OHRA), REVISED 2018  
(Required Documents to be Retained in the Agency)**

To : Chief Education Supervisors  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

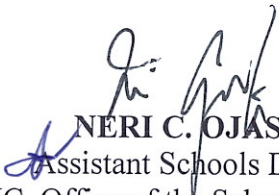
1. In compliance with Rule II, SEC. 6 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA), Revised 2018 on the Required Documents to be Retained in the Agency, the following documents shall be retained in the agency and filed in the employee's 201 file:

- a. **Medical Certificate (CS Form No. 211, Revised 2018).**
- b. **Certificate of Live Birth.** A Certificate of Live Birth duly authenticated by the PSA or the LCR of the municipality or city where the birth was registered or recorded is required for original appointment and reemployment.
- c. **Marriage Contract/Certificate.** For **married employees**, a Marriage Contract/Certificate duly authenticated by the PSA or the LCR of the municipality or city where the marriage was registered or recorded is required for original appointment and reemployment.
- d. **Clearances.** A valid National Bureau of Investigation (NBI) Clearance is required for original appointment and reemployment.  
In case of promotion, reappointment, or transfer involving movement from one department/agency to another and reemployment, clearance from money, property and work-related accountabilities from the appointee's former office is required (CS Form No. 7, Revised 2018)
- e. **Performance Rating.**
- f. **Scholastic record/Academic Record.**

2. Relative thereto, all Teaching and Non-Teaching Personnel of the Department of Education, Tagbilaran City Division are required to submit Certificate of Live Birth (for single employees) or Marriage Contract/Certificate (for married employees) as specified above to Ms. Jocelyn P. Cutin at the Records and Personnel Section **on or before August 31, 2019.**

3. For details, please see attached file.

4. Immediate dissemination this Memorandum is desired.

  
**NERI C. OJASTRO, Ed.D., CESE**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

**RULE II, SEC. 6 OF OIA-ORLAH  
REQUIREMENTS FOR REGULAR APPOINTMENT**

2017 Omnibus Rules on Appointments and Other Human Resource Actions,  
Revised 2018

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<i>Specific Cases</i>	<i>Required Additional Documents</i>
independent component cities and municipalities within Metro Manila and the Sangguniang Panlalawigan for component cities and municipalities <sup>9</sup>	
j. Appointment Involving Demotion which is Non-Disciplinary in Nature	i. Certification issued by the agency head that the demotion is not the result of an administrative case; and  ii. Written consent by the employee that he/she interposes no objection to his/her demotion
k. Appointment Involving Demotion as a Result of a Disciplinary Case (deleted)	
l. Temporary Appointment	<b>Certification issued by the appointing officer/ authority vouching the absence of an applicant who meets all the qualification requirements of the position (CS Form No. 5, Revised 2018)</b>
m. Reclassification	NOSCA approved by the DBM/ Memorandum Order issued by Governance Commission for GOCCs (GCG)

Sec. 6. Required Documents to be Retained in the Agency. The following documents shall be required from the appointee in support of his/her appointment but shall be retained in the agency and filed in the employee's 201 File:

- a. Medical Certificate (CS Form No. 211, Revised 2018). A Medical Certificate issued by a licensed government physician which states that the appointee is fit for employment is required for original appointment, transfer and reemployment.

The results of the Pre-employment Medical-Physical-Psychological examinations consisting of Blood Test, Urinalysis, Chest X-ray, Drug Test, Psychological Test, and Neuropsychiatric Exam, if applicable, shall be attached to the medical certificate for employment.

The result of the neuropsychiatric examination is required for original, reemployment, transfer, reappointment and promotional appointments to positions which involve the maintenance of peace and order and the protection of life and property.

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- b. **Certificate of Live Birth.** A Certificate of Live Birth duly authenticated by the PSA or the LCR of the municipality or city where the birth was registered or recorded is required for original appointment and reemployment.

It shall be the duty of the **HRMO** or his/her designated staff to review and compare the contents thereof vis-à-vis the information written on the employee's PDS and other documents.

- c. **Marriage Contract/Certificate.** For married employees, a Marriage Contract/Certificate duly authenticated by the PSA or the LCR of the municipality or city where the marriage was registered or recorded is required for original appointment and reemployment.

- d. **Clearances.** A valid National Bureau of Investigation (NBI) Clearance is required for original appointment and reemployment.

In case of **promotion, reappointment, or transfer involving movement from one department/agency to another** and reemployment, clearance from money, property and work-related accountabilities from the appointee's former office is required (CS Form No. 7, **Revised 2018**).

- e. **Performance Rating.** For appointment by promotion or transfer, the Performance Rating of the appointee **in the last rating period** prior to the date of assessment or screening, which should be at least Very Satisfactory, shall be required.

The performance rating **in the last rating period** prior to the scholarship grant, which should be at least Very Satisfactory, shall be used as basis for promotion of an appointee-scholar.

**The performance rating of at least Very Satisfactory (VS) in the last rating period shall not be required for promotion from first to second level entry positions.**

**The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion.**

- f. **Scholastic Record/Academic Record.** The certified true copies of scholastic/academic record such as diploma and transcript of records (TOR) or, if necessary, a Certification from the Department of Education (DepEd) and/or Commission on Higher Education (CHED) on the authenticity and equivalency of the subjects/courses taken, are required for original appointment, transfer and reemployment. It may also be required for promotion to positions where the education requirement is different from the previous academic record submitted.

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