



Republic of the Philippines  
Department of Education

Region III

SCHOOLS DIVISION OF NUEVA ECUIA

Old Capitol Compound, Burgos Avenue, Cabanatuan City, 3100



DEP-ED-NUEVA ECUIA  
**RELEASED**  
JUN 26 2018

RECORDS SECTION

DIVISION MEMORANDUM No. 137: s. 2018

TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ELEMENTARY SCHOOL PRINCIPALS  
SECONDARY SCHOOL PRINCIPALS (JHS & SHS)  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS  
DIVISION CHIEFS  
SECTION/UNIT HEADS  
EDUCATION SUPERVISORS  
ALL OTHER CONCERNED

FROM : RONALDO A. POZON, Ph.D. CESO V  
Schools Division Superintendent

DATE : June 26, 2018

SUBJECT: HRMO or HRMO's Authorized Liaison Officer for the Commission of Civil Service

In compliance with the *letter-request dated June 25, 2018* by the Field Director of the Civil Service Commission (CSC) Field Office, Cabanatuan City, that only *SDO's Liaison Officer authorized by the Human Resource Officer or the HRMO* itself has the authority to follow up teacher's appointments in the aforementioned Office in order to fast track the processing of the same.

Please be instructed that the *Field Liaison Officers* are the only authorized personnel to coordinate with the Personnel/HRMO in the Schools Division Office relative to their issues and concerns on personnel matters. Further, please be informed that *teachers are not allowed* to follow up their appointments in both Civil Service Commission and Schools Division Offices and the respective District/Secondary School Liaison Officers are responsible for their concerns.

Your full cooperation is highly appreciated.

For Information, Guidance and Strict Compliance.



Regional Office No. 3  
CSCFO-NUEVA ECIJA

1  
6.26.18  
10 AM

June 25, 2018

**DR. RONALDO A. POZON**  
Schools Division Superintendent  
Department of Education  
Division of Nueva Ecija  
Cabanatuan City, Nueva Ecija

Dear Superintendent Pozon:

Good day!

Please be informed that the Civil Service Field Office- Nueva Ecija caters sixty six (66) different agencies in the province. Services offered are appointments processing, wherein DEPED-Nueva Ecija is the most number of appointments processed, answers issues, queries, phone calls, and complaints as well as attending walk-in clients. One of those clients are teachers follow-up appointments in which, this is one of the duties and responsibilities of Administrative Officers/Human Resource Management Practitioners.

In this connection, may we humbly request your good office that only authorized Administrative Officer, HRMO or Liason Officer follow up teacher's appointments. Rest assured that we can fast track the processing of appointments with your help. Hope that this request be given favorable action.

Thank you for being one of our partners in public service. More power.

Very truly yours,

  
**ELEANOR M. PRADO**  
Director II

*In a RACE to Serve:  
Responsive, Accessible, Courteous and Effective Public Service*