



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



March 20, 2019


**DIVISION MEMORANDUM**

No. 171, s. 2019

**PROMOTION, HIRING OF NEW EMPLOYEES AND TRANSFER OR DETAIL OF  
EMPLOYEES DURING ELECTION PERIOD**

**To: Assistant Schools Division Superintendents  
SGOD and CID Chiefs  
Education Program Supervisors /Division Coordinators  
Public Schools District Supervisors /OICs  
Elementary and Secondary Schools Heads**

1. For the information and guidance of all concerned, attached herewith is Regional Memorandum No. 0149, s. 2019, entitled, "**Promotion, Hiring of New Employees During Election Period**".
2. For more details, please refer to Regional Memorandum No. 0149, s. 2019 for the pertinent provisions of COMELEC RESOLUTION NO. 10475 promulgated on January 7, 2019.
3. Immediate dissemination of this Memorandum is desired.

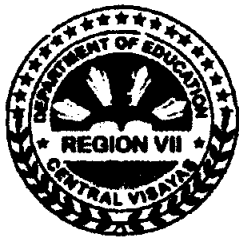
  
**RHEA MARIA ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent

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REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



MAR 18 2019

**REGIONAL MEMORANDUM**  
NO. 0149 s. 2019

**PROMOTION, HIRING OF NEW EMPLOYEES AND TRANSFER OR  
DETAIL OF EMPLOYEES DURING ELECTION PERIOD**

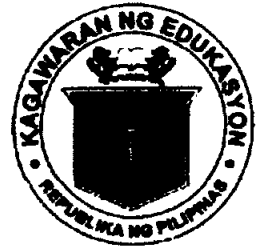
**TO :** Schools Division/City Superintendents of Region 7  
All/Others Concerned

1. Pursuant to the clarifications made by the Commission on Elections (COMELEC) Region VII, relative to the promotion, hiring of new employees and transfer or detail, the following pertinent provisions of COMELEC RESOLUTION NO. 10475 promulgated on January 7, 2019 are herein cited :

- **PROMOTION OR GIVING OF SALARY INCREASES**
  - ❖ *Totally prohibited from March 29, 2019 to May 12, 2019 (Section 9, COMELEC RESOLUTION No. 10475)*
- **AUTHORITY TO APPOINT OR HIRE NEW EMPLOYEES**
  - ❖ *Application for Request for Exemption from Ban on Appointment shall be : (1) in writing (2) stating all information pertinent to the appointment or hiring (i.e. name of appointee, position, salary grade, name of appointing authority, etc.) and the reasons for the same (3) in two (2) original copies; and (4) accompanied with soft copy of the request in MS Word Format saved in USB or CD.*
  - ❖ *The form to be used is the "Application for Request for Exemption from the Ban on Appointment" (Annex "A"). You can download this form which is attached to Resolution No. 10475 in Comelec web site ([www.comelec.gov.ph](http://www.comelec.gov.ph)).*
  - (Section 5, COMELEC RESOLUTION No. 10475)
- **TRANSFER OR DETAIL OF EMPLOYEES**
  - ❖ *Requests for approval to make or cause any transfer or detail shall be (a) in writing (b) indicating the (1) office and place to which the officer or employee is proposed to be transferred or detailed or otherwise moved (c) stating the reasons therefor (d) in two (2) original copies; and (e) accompanied with the soft copy of the request in MS Word Format and saved in USB or CD form.*
  - ❖ *The form to be used is "Application for Request for Exemption from the Ban on Transfer" (Annex "C"). This form is also attached to Resolution No. 10475.*



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2. The Schools Division Superintendents are hereby directed to strictly adhere to the specific provisions governing certain prohibited acts in connection with the May 13, 2019 National and Local elections.
3. For immediate dissemination.

**SALUSTIANO T. JIMENEZ, LLB, CESO VI**  
OIC-Assistant Regional Director