



Republic of the Philippines  
**Department of Education**  
REGION X  
**SCHOOLS DIVISION OF LANA O DEL NORTE**



21 October 2024

**DIVISION MEMORANDUM**

No. 517 s.2024

**DETAIL OF PERSONNEL TO ORIGINAL PLANTILLA ASSIGNMENT**

To: **Assistant Schools Division Superintendent**  
**SGOD Chief Education Supervisor**  
**CID Chief Education Supervisor**  
**Public Schools District Supervisors**  
**Public Elementary and Secondary School Heads**  
**Teaching and Non-Teaching Personnel**  
**All Others Concerned**  
***This Division***

1. Relative to CSC Memorandum Circular No. 14, s. 2018 - 2017 re *Omnibus Rules on Appointments and Other Human Resource Actions – Revised 2018* Section 13.1 which states “the restoration or return to the original post/assignment shall be automatic without the need of any order of restoration/revocation of the order of reassignment” and upon review of this Office of the plantilla positions of all personnel of this Division, concerned personnel who are assigned at their current station not belonging to that particular school shall go back to their original plantilla assignments effective immediately priorly those requested by the school heads concerned.
2. Attached is a copy of Section 13.1 of CSC Memorandum Circular No. 14, s. 2018 – 2017 for reference.
3. Immediate dissemination of and strict compliance with this Memorandum is desired.

**EDWIN R. MARIBOJOC EdD, CESO V**  
Schools Division Superintendent



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The appointment of the employee hired to fill the position of an employee with pending appeal of his/her dismissal or separation from the service shall bear a *colatilla* that his/her appointment is subject to the outcome of the case.

- e. Demotion as a result of a disciplinary action – the adjustment of the salary of an employee to the next lower salary grade **with the same salary step**. A notice of salary adjustment shall be issued.

*Illustrative Example:*

*A Notice of Salary Adjustment shall be issued to the demoted employee adjusting his/her salary as Administrative Officer II from SG 11, Step 2 to SG 10, Step 2.*

- f. Positions marked as coterminous with the incumbent (CTI) as a result of rationalization or reorganization of the agency – A person issued with a permanent appointment whose position is marked as CTI (coterminous with the incumbent) as a result of rationalization or reorganization of his/her agency shall retain his/her permanent status until he/she is appointed/promoted to another position, or resigns or retires from the service. The CTI status of the position shall be reflected in the Plantilla of Personnel of the agency.

In case of promotion or separation from the service through retirement, resignation, transfer, death of the incumbent, the position marked as CTI shall automatically be abolished.

Sec. 13. Other Human Resource Actions. The following human resource actions which will not require the issuance of an appointment shall nevertheless require an Office Order issued by the appointing officer/authority:

- a. Reassignment — movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status or salary.

Reassignment shall be governed by the following:

- 1. Reassignment of employees with station-specific place of work indicated in their respective appointments within the geographical location of the agency shall be allowed only for a maximum period of one (1) year. The restoration or return to the original post/assignment shall be automatic without the need of any order of restoration/revocation of the order of reassignment.

The reassigned employee who is restored to his/her original post/assignment pursuant to the decision of the Commission shall not be reassigned within one (1) year reckoned from the date of restoration to the original post/assignment. Otherwise, the appointing officer/authority or the authorized official who caused