



Republic of the Philippines  
**Department of Education**  
REGION X

**SCHOOLS DIVISION OF LANA O DEL NORTE**

|                                   |      |     |
|-----------------------------------|------|-----|
| <b>DEPED LANA O DEL NORTE</b>     |      |     |
| RECORDS SECTION CONTROL NO. 20717 |      |     |
| <b>RELEASED</b>                   |      |     |
| 01 JUL 2026                       | 4:34 | MAU |
| DATE                              | TIME | BY  |

July 1, 2026

**Division Memorandum**

No. 323, s. 2026

**STRICT PROHIBITION ON THE SELLING OF ITEM OR COLLECTION OF  
MONEY FROM TEACHING AND NON-TEACHING APPLICANTS**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors/ District In-charge  
Elementary and Secondary School Heads  
All Others Concerned  
This Division

1. The Department of Education upholds the highest standards of integrity, accountability, transparency, fairness, and professionalism in all human resource management systems, particularly in recruitment, selection, appointment, and promotion. This Office reiterates its strict prohibition against the selling of any items, solicitation, or collection of money from teaching and non-teaching applicants, as well as personnel seeking appointment or promotion, within the Schools Division of Lanao del Norte.

2. This Memorandum is anchored on the following laws, rules, and regulations:

- a) The 1987 Philippine Constitution, Article XI, Section 1, which provides that public office is a public trust and that public officers and employees must serve with responsibility, integrity, loyalty, efficiency, patriotism, and justice;
- b) Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), which requires all public officials and employees to uphold professionalism, integrity, accountability, and commitment to public interest;
- c) Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018), which promotes transparency, accountability, and efficiency in the delivery of government services;



**Address:** Gov. A. Quibranza Prov'l. Gov't. Compound  
Pigcarangan, Tubod, Lanao del Norte

**Telephone Nos.:** (063)227 - 6633, (063)341 - 5109

**Email Address :** lanao.norte@deped.gov.ph

**Website:** depedldn.com

|                |               |      |        |
|----------------|---------------|------|--------|
| Doc. Ref. Code | SDO-OSDS-F001 | Rev  | 00     |
| Effectivity    | 01.05.26      | Page | 1 of 2 |



Republic of the Philippines

## Department of Education

REGION X

### SCHOOLS DIVISION OF LANA DEL NORTE

- d) Republic Act No. 3019 (Anti-Graft and Corrupt Practices Act), which penalizes corrupt practices and prohibits any act that undermines the integrity of public service;
- e) The Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) issued by the Civil Service Commission; and
- f) DepEd Order No. 007, s. 2023, or the *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, including the DepEd Merit Selection Plan (MSP), which institutionalizes a merit-based, objective, transparent, and competency-based recruitment, selection, appointment, and promotion system for teaching, related teaching, and non-teaching positions.

3. All appointments and promotions within the Schools Division shall be determined solely on the basis of established policies, qualification standards, and applicable DepEd and Civil Service Commission guidelines, including, but not limited to:

- a) Inclusion in the Registry of Qualified Applicants (RQA)
- b) Compliance with localization requirements
- c) Results of the Training Needs Assessment (TNA), competency assessments, and other prescribed evaluation mechanisms, and
- d) Other qualification standards, documentary requirements, and merit-based criteria provided under existing DepEd and Civil Service Commission issuances.

4. All concerned are hereby directed to take due notice that no person, whether acting in an official or unofficial capacity, is authorized to sell any item, solicit or collect money, or use, invoke, represent, or misrepresent the name, authority, position, or influence of the Schools Division Superintendent or any Division official for the purpose of facilitating appointments, influencing recruitment, selection, appointment, or promotion processes, or making any assurance, guarantee, promise, or representation regarding employment, appointment, ranking, or promotion within the Schools Division.

5. Any applicant, employee, or member of the public who receives or becomes aware of any act involving the selling of items, solicitation or collection of money, promises of appointment or promotion, or the unauthorized use of the name or authority of the Schools Division Superintendent in relation to recruitment, selection, appointment, or promotion is encouraged to immediately report the matter to the Office of the Schools Division Superintendent for appropriate verification, investigation, and action. All reports shall be treated with utmost confidentiality.



**Address:** Gov. A. Quibranza Prov'l. Gov't. Compound  
Pigcarangan, Tubod, Lanao del Norte

**Telephone Nos.:** (063)227 – 6633, (063)341 – 5109

**Email Address :** lanao.norte@deped.gov.ph

**Website:** depedldn.com

|                |               |      |        |
|----------------|---------------|------|--------|
| Doc. Ref. Code | SDO-OSDS-F001 | Rev  | 00     |
| Effectivity    | 01.05.26      | Page | 1 of 2 |



Republic of the Philippines  
**Department of Education**

REGION X  
**SCHOOLS DIVISION OF LANA O DEL NORTE**

6. Immediate dissemination of and strict compliance with this Memorandum is hereby directed.

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



**Address:** Gov. A. Quibranza Prov'l. Gov't. Compound  
Pigcarangan, Tubod, Lanao del Norte

**Telephone Nos.:** (063)227 – 6633, (063)341 – 5109

**Email Address :** [lanao.norte@deped.gov.ph](mailto:lanao.norte@deped.gov.ph)

**Website:** [depedldn.com](http://depedldn.com)

|                |               |      |        |
|----------------|---------------|------|--------|
| Doc. Ref. Code | SDO-OSDS-F001 | Rev  | 00     |
| Effectivity    | 01.05.26      | Page | 1 of 2 |