



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**MEMORANDUM**

NCR No. 531 s. 2023

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM :  **WILFREDO E. CABRAL, CESO III**  
Regional Director

SUBJECT : **ONLINE ORIENTATION ON THE DEPLOYMENT GUIDELINES FOR THE NEWLY-CREATED TEACHING POSITIONS FROM KINDERGARTEN TO GRADE 12 AND ALTERNATIVE LEARNING SYSTEM (ALS) FOR SY 2023-2024**

DATE : June 19, 2023

1. Enclosed is a copy of Memorandum DM-OUHROD-2023-0814 of USEC Gloria Jumamil-Mercado dated June 15, 2023, relative to the forthcoming conduct of the above-mentioned activity on June 26, 2023 (Luzon Cluster), 8:00a.m. to 12:00 noon via MS Teams.
2. Identified participants per SDO are the following:
  - a. Administrative Officer and/or HRMO and
  - b. Planning Officer
3. For confirmation of attendance, please accomplish the online form through this link: [biy.ly/NewTeaching2023OrientationConfirmation](https://biy.ly/NewTeaching2023OrientationConfirmation) on or before June 21, 2023.
3. For immediate dissemination and compliance.



*A legacy as rich as excellence!*

Misamis St., Bago Bantay, Quezon City

Tel. Nos.: 920-5824; 926-2213 loc. 801

Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)

Website: <http://www.deped.gov.ph/regions/ncr/>



Republika ng Pilipinas

## Department of Education


OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2023-0814

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : CHIEFS, ADMINISTRATIVE DIVISION  
CHIEFS, SCHOOL GOVERNANCE AND OPERATIONS DIVISION  
ADMINISTRATIVE OFFICERS/HRMOs  
PLANNING OFFICERS  
ALL OTHERS CONCERNED

FROM :   
GLORIA JUMAMIL-MERCADO  
*Undersecretary for Human Resource and Organizational Development*

SUBJECT : ONLINE ORIENTATION ON THE DEPLOYMENT GUIDELINES FOR  
THE NEWLY-CREATED TEACHING POSITIONS FROM  
KINDERGARTEN TO GRADE 12 AND ALTERNATIVE LEARNING  
SYSTEM (ALS) FOR SCHOOL YEAR (SY) 2023-2024

DATE : 15 June 2023

This has reference to the request of the Department of Education (DepEd) to the Department of Budget and Management (DBM) on the creation of **NINE THOUSAND SIX HUNDRED FIFTY (9,650)** teaching items for Kindergarten to Grade 12 and Alternative Learning System (ALS) for SY 2022-2023 by the Department of Budget and Management (DBM) last 10 May 2023. The advance information on the allocation of these items was disseminated to all Regional and Schools Division Offices (SDO) through **DM-OUHROD-2023-0622** or the *Advance Information on the Allocation and Deployment of New Teaching Positions for Kindergarten to SHS and ALS for SY 2023-2024* dated 11 May 2023. Kindly note that a separate memorandum shall be issued to inform the field offices about the approval of DBM on the creation of these items.

In view of this, an online orientation shall be conducted by the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) on **June 26, 27, and 29, 2023** for selected participants from the ROs and SDOs to expedite the filling-up of these new teaching items. This orientation aims **to discuss the full details of the allocation and deployment of these new teaching positions such as the allocation of items, deployment criteria, and other procedural guidelines** as provided in **DM-OUHROD-2023-0622**.



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY


HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2023-0814

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : CHIEFS, ADMINISTRATIVE DIVISION  
CHIEFS, SCHOOL GOVERNANCE AND OPERATIONS DIVISION  
ADMINISTRATIVE OFFICERS/HRMOs  
PLANNING OFFICERS  
ALL OTHERS CONCERNED

FROM :  **GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational  
Development*

SUBJECT : ONLINE ORIENTATION ON THE DEPLOYMENT GUIDELINES  
FOR THE NEWLY-CREATED TEACHING POSITIONS FROM  
KINDERGARTEN TO GRADE 12 AND ALTERNATIVE  
LEARNING SYTEM (ALS)FOR SCHOOL YEAR (SY) 2023-2024

DATE : 14 June 2023

This has reference to the request of the Department of Education (DepEd) to the Department of Budget and Management (DBM) *re* the creation of **NINE THOUSAND SIX HUNDRED FIFTY (9,650)** teaching items for Kindergarten to Grade 12 and Alternative Learning System (ALS) for SY 2022-2023 by the Department of Budget and Management (DBM) last 10 May 2023. The advance information on the allocation of these items was disseminated to all Regional and Schools Division Offices (SDO) through **DM-OUHROD-2023-0622** or the *Advance Information on the Allocation and Deployment of New Teaching Positions for Kindergarten to SHS and ALS for SY 2023-2024* dated 11 May 2023. Kindly note that a separate memorandum shall be issued to inform the field offices about the approval of DBM on the creation of these items.

In view of this, an online orientation shall be conducted by the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) on **June 26, 27 and 29, 2023** for selected participants from the ROs and SDOs to expedite the filling-up of these new teaching items. This orientation aims **to discuss the full details of the allocation and deployment of these new teaching positions such as the allocation of items, deployment criteria, and**

This online orientation shall be conducted in three (3) batches via **MS Teams** with respective dates and target participants as follows:

<b>BATCH</b>	<b>DATE</b>	<b>TARGET PARTICIPANTS</b>	<b>VIRTUAL ROOM</b>
Batch 1 (Luzon Cluster)	<b>June 26, 2023</b> 8:00 AM- 12:00NN	<b>Per Regional Office (RO):</b> Administrative Officer and/or HRMO; and Regional Planning Officer <i>(optional)</i>  <b>Per Schools Division Office (SDO):</b> Administrative Officer and/or HRMO; and Division Planning Officer	bit.ly/NewTeaching2023OrientationBatch1
Batch 2 (Visayas Cluster)	<b>June 27, 2023</b> 8:00 AM- 12:00NN		bit.ly/NewTeaching2023OrientationBatch2
Batch 3 (Mindanao Cluster)	<b>June 29, 2023</b> 8:00 AM- 12:00NN		bit.ly/NewTeaching2023OrientationBatch3

Kindly refer to **Annex A** for the *Indicative Program of Activities*, and for confirmation of attendance, please accomplish the online form through this link: **[bit.ly/NewTeaching2023OrientationConfirmation](https://bit.ly/NewTeaching2023OrientationConfirmation)** on or before **21 June 2023**.

Expenses incurred for this activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

For further clarifications and other concerns, you may communicate with **Ms. Noverose B. Dadole** or **Mr. Christopher L. Devera** of BHRD-SED through this landline no. **(02) 8633 – 5397** or email at **[bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph)**.

For your information and appropriate action.

*[BHRD-SED/Dadole]*

## Indicative Program of Activities

START	END	ACTIVITY	RESOURCE SPEAKER/FACILITATOR
8:00AM	8:30AM	Registration	Participants
8:30AM	8:55AM	Preliminaries <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Prayer</li> <li>• House Norms</li> <li>• Recognition of Participants</li> </ul>	BHROD-SED
		Welcome Remarks	<b>Gloria Jumamil-Mercado</b> <i>Undersecretary for Human Resource and Organizational Development (HROD)</i>
		Message	<b>Atty. Resty C. Osias</b> <i>Director IV, Bureau of Human Resource and Organizational Development (BHROD)</i>
		Orientation Objectives and Overview	BHROD-SED
8:55AM	9:30AM	Orientation Proper <i>(Allocation, Deployment procedures)</i>	BHROD-SED
9:30AM	9:40AM	<b>HEALTH BREAK</b>	
9:40AM	10:10AM	[Continuation] Orientation Proper <i>(Deployment procedures, Special Hiring Arrangements, Hiring, NOSCA, PMIS, and GMIS)</i>	BHROD-SED
10:10AM	10:30AM	[Continuation] Orientation Proper <i>(Use and Access of PMIS for the NSPP Module)</i>	PS-PPD
10:30AM	11:45AM	Open Forum	ALL
11:45AM	12:00NN	Closing Activity	<b>Mr. Dexter N. Pante</b> <i>Chief, BHROD-SED</i>