



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



**REGIONAL MEMORANDUM**

ORD No. 2023- 645

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

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

SUBJECT : **REQUEST FOR THE STATUS OF FILLING-UP OF NEW SCHOOL PERSONNEL POSITIONS (NSPP) TEACHING ITEMS AND SCHOOL-BASED ADMINISTRATIVE OFFICER II (AOII) POSITIONS FOR FY 2020-2022**

DATE : July 17, 2023

1. Enclosed is a copy of Memorandum DM-OUHROD-2023-0946 of Undersecretary Gloria Jumamil-Mercado dated July 14, 2023, relative to the status of filling-up of NSPP Teaching Items and School-Based AO II positions, for information and guidance.
2. In this connection, it is requested that a report on specific reason/s for the non-filling up of said items and Field Office Directory using Annex A, be submitted to this Office not later than July 24, 2023 in PDF scanned signed copy and editable excel file, through email at [hr-reports.ncr@deped.gov.ph](mailto:hr-reports.ncr@deped.gov.ph)
3. Please take note of the regular updating of the following:
  - PMIS (NSPP-Teaching) -on or before 15<sup>th</sup> & 30<sup>th</sup> of the month
  - GMIS -on or before every 4<sup>th</sup> week of the month
4. For immediate dissemination and strict compliance.





Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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**MEMORANDUM**

**DM-OUHROD-2023-0946**

**TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
HUMAN RESOURCE MANAGEMENT OFFICERS  
ADMINISTRATIVE OFFICERS**

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

**SUBJECT : REQUEST FOR THE STATUS OF FILLING-UP OF NEW SCHOOL  
PERSONNEL POSITIONS (NSPP) TEACHING ITEMS AND SCHOOL-  
BASED ADMINISTRATIVE OFFICER II (AO II) POSITIONS FOR FY  
2020-2022**

**DATE : 14 July 2023**

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The Department of Education, through the Bureau of Human Resource and Organizational Development (BHROD), creates, deploys, and manages the newly-created teaching and school-based AO II items, and commits to continuously **give support to teachers to teach better**. The BHROD also monitors the timely filling-up of these created items and identifies bottlenecks and challenges for efficient program implementation.

The data from the Program Management Information System (PMIS) and reports based on the Government Manpower Information System (GMIS) from DepEd field offices show that a number of newly-created school-based personnel positions remain unfilled for Fiscal Year (FY) 2020 to FY 2022. *Attachment 1* provides the details for unfilled teaching and AOII items. As of June 2023, **most regions have not yet achieved** a 100% filling-up rate for the newly-created teaching and school-based AO II items. All Schools Division Offices are enjoined to expedite the filling-up of remaining unfilled items.

Given that the Department regularly reports to oversight agencies and consequently, this affects decisions on annual budgetary proposals for additional teaching and school-based AO II items, it is imperative to achieve a **100% filling-up rate** for all Regional Offices (ROs) and Schools Division Offices (SDOs). A list of unfilled teaching items per SDO for FYs 2020-2022 is provided in *Annex A*.

With this, the BHROD requests the DepEd field offices to perform and provide the following:

## A. Schools Division Offices

1. Update the status of filling-up in the official monitoring systems (PMIS and GMIS) used by DepEd.

<b>Plantilla Items</b>	<b>PMIS</b> <i>(On or before 15th and 30th of the month)</i>	<b>GMIS</b> <i>(On or before every 4th week of the month)</i>
Teaching <i>(Teacher I, Teacher II, SST-I)</i>	✓	✓
*Non-Teaching <i>(Administrative Officer II)</i>	—	✓

*\*Note: SDOs shall be notified once monitoring of AO II items becomes available in the PMIS.*

2. Account for the specific reasons for the non-fill-up of created teaching and school-based AO II items by accomplishing the reporting template (*Annex A – 2020, 2021, 2022 and Summary sheets*);
3. Provide updated contact details of assigned HRMO or Administrative Officer (*Annex A – Field Office Directory sheet*) in the monitoring and updating of Newly-created Teaching Items; and
4. Submit the accomplished Annex A to their respective Regional Offices (Personnel Section) **on or before July 24, 2023.**

## B. Regional Offices

1. Assist their respective SDOs in accomplishing Annex A;
2. Ensure data accuracy and verify accounted reasons for non-fill-up;
3. Submit the accomplished *Annex A* to BHROD – School Effectiveness Division (SED) **on or before July 28, 2023:**
  - Scanned copy which is duly signed by the Regional Director; and
  - Editable Excel File (not necessarily signed)
4. Ensure periodic and timely reporting of Filling-up in the PMIS and GMIS (on or before the 15th and 30th of every month).

For submissions, concerns, and clarifications regarding this request, you may contact the BHROD-SED at telephone number (02) – 8633-5397 or course them through email address at [support.nspp@deped.gov.ph](mailto:support.nspp@deped.gov.ph).

Thank you for your continued support.

[BHROD-SED/Aquino/Devera/Llanto]

**Attachment 1**

**Table 1. Filling-up of Newly-Created Teaching and School-based AO II Positions from FY 2020-2022 by Region**

Region	Teaching Items			AO II Items		
	Total Created	Filling-up Rate	Total No. of Unfilled Items	Total Created	Filling-up Rate	Total No. of Unfilled Items
CAR	718	97.77%	16	717	98.61%	10
NCR	1,716	94.93%	87	513	98.25%	9
Region I	1,342	99.78%	3	1,322	96.52%	46
Region II	1,444	99.79%	3	1,142	99.30%	8
Region III	3,111	94.89%	159	2,143	96.83%	68
Region IV-A	3,730	93.08%	258	1,369	97.79%	30
Region IV-B	958	98.85%	11	399	97.24%	11
Region V	1,587	97.79%	35	707	100.00%	-
Region VI	2,468	86.39%	336	869	97.01%	26
Region VII	2,354	98.34%	39	784	90.69%	73
Region VIII	1,637	98.78%	20	442	99.77%	1
Region IX	1,340	99.63%	5	1,168	75.94%	281
Region X	2,118	96.88%	66	601	99.17%	5
Region XI	1,867	97.05%	55	598	99.50%	3
Region XII	1,548	99.61%	6	1,118	99.73%	3
Region XIII	1,161	95.26%	55	930	98.17%	17
<b>TOTAL</b>	<b>29,099</b>	<b>96.03%</b>	<b>1,154</b>	<b>14,813</b>	<b>96.01%</b>	<b>591</b>

*Source: PMIS data as of June 30, 2023 and Submission of Field Offices as of June 15, 2023*