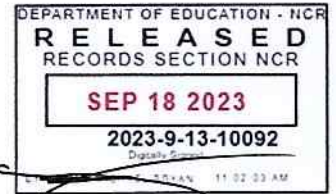




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

ORD No. 2023 306

**TO** : Schools Division Superintendents

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

**SUBJECT** : **INTERIM PROCESS FOR REQUESTING SCHOOL-BASED PERSONNEL ITEMS**

**DATE** : September 14, 2023

1. Enclosed is a copy of the Memorandum DM-OUHROD-2023-1240 dated September 12, 2023 of Undersecretary Gloria Jumamil-Mercado, relative to the abovementioned policy guidelines and processes on the request for creation and deployment of school-based personnel items, for information and guidance.
2. In this connection, attention is particularly invited to the specific timelines per governance level and the corresponding documentary requirements, for compliance.
3. For immediate dissemination .



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Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OUHROD-2023-1240

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
PUBLIC SCHOOL HEADS  
ALL OTHERS CONCERNED

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

SUBJECT : INTERIM PROCESS FOR REQUESTING SCHOOL-BASED PERSONNEL  
ITEMS

DATE : 12 September 2023

The Department of Education (DepEd) recognizes the importance of teachers as facilitators of learning and school-based non-teaching personnel as essential complement to the teaching and learning process. Through the Bureau of Human Resource and Organizational Development (BHROD), the DepEd commits to provide schools with adequate workforce and to continuously *give support to teachers to teach better*.

A clear process for requesting school-based personnel items is crucial to the creation and deployment of items, and management of the staffing requirements of public schools. To ensure that the provision of teaching and non-teaching personnel is consultative and data-driven, all concerned offices across DepEd governance levels shall be actively engaged.

Further, to enhance the efficiency of school-based workforce management, all Regional Offices, Schools Division Offices, and Public Schools are enjoined to observe the **Interim Process for Requesting School-based Personnel Items** (*refer to Annex A*) which shall be effective until otherwise repealed or rescinded through subsequent DepEd issuances.

For clarification regarding this interim process, you may contact the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) at telephone number (02) 8633-5397 or at email address [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

For immediate dissemination and compliance.



### Interim Process for Requesting School-based Personnel Items

The Department of Education (DepEd) shall collaboratively identify, determine, and prioritize on a yearly basis, the creation of teaching and key non-teaching positions for schools, subject to the availability of funds and in consonance with the commitments of the Department.

All governance levels of the Department are advised to adhere to the implementation of this *interim process*. Thus, piecemeal requests for school-based personnel items that are received through other channels shall be referred back to the standard procedure for the purpose of efficiency in the management of school-based workforce.

School	Schools Division Office (SDO)	Regional Office (RO)	Central Office (CO)
<b>Step 1</b> Conducts a situational analysis to determine its school personnel needs	<b>Step 3</b> Consolidates school-level submissions into Division-level data on school-based workforce requirements	<b>Step 6</b> Consolidates Division-level submissions into Regional-level data on school-based workforce requirements	<b>Step 8</b> Processes, reviews, and analyzes all consolidated Regional-level submissions
	<b>Step 4</b> Conducts a Division-level situational analysis to determine shortages and excesses in teaching and non-teaching personnel items		
<b>Step 2</b> Forwards the result of the situational analysis to its SDO	<b>Step 5</b> Forwards the results of the finalized situational analysis to its Regional Office		
<p><b>Necessary templates can be accessed from the following links:</b>            For the Teacher Requirement Analysis (TRA): <a href="https://bit.ly/TRA_template">bit.ly/TRA_template</a>            For the Report on the Status of Key Non-teaching Positions: <a href="https://bit.ly/School_NT_template">bit.ly/School_NT_template</a></p>			

#### 1. School (Timeline: July – 1<sup>st</sup> week of September)

- a. The School Head initiates, leads, and conducts the situational analysis.
- b. The School Head, together with school stakeholders, refers to and accomplishes the Teacher Requirement Analysis (TRA) template for its teaching personnel needs. The School Head also determines the availability of priority non-teaching items.
- c. In the situational analysis, the School Head shall consider the following information:
  - c.1. Teaching workload distribution in the electronic School Form 7 (eSF7);
  - c.2. Result of Workload Balancing Tool (*whenever applicable*);
  - c.3. Latest available data on school enrollment; and
  - c.4. Latest teacher specialization inventory and presence or absence of non-teaching items.
  - c.5. Other relevant data



d. The School Head/assigned non-teaching personnel shall submit the following to its SDO **not later than the first week of September:**

- d.1. Accomplished TRA template accounting for the school's teacher needs; and
  - Editable MS Excel file
  - PDF file bearing the signature of the School Head
- d.2. Report on the status of its school-based non-teaching requirements.
  - Editable MS Excel file
  - PDF file bearing the signature of the School Head

**2. Schools Division Office (SDO)**  
**(Timeline: August – 3<sup>rd</sup> week of October)**

The Office of the Division Superintendent is mandated to plan and manage the “effective and efficient use of all personnel,” together with other resources within its Division in the delivery of quality basic education as expressed in RA 9155. Based on the unique conditions and needs of schools within its jurisdiction, the SDO shall exercise its authority to decide on the effective and efficient reallocation of its school-based human and other resources.

- a. The Office of the Division Superintendent receives all school submissions for consolidation and officially acknowledges them through email communication. All submissions from schools or from stakeholders beyond the designated deadline shall be considered in the next cycle of requests for school-based personnel items.
- b. The Superintendent initiates, leads, and conducts the Division-level situational analysis of its overall teacher and school-based non-teaching personnel requirements.
- c. Based on the result of the Division-level situational analysis, the Superintendent decides which school-level submissions shall be considered for further endorsement to the RO relative to the status of teacher excesses and shortages, as well as the availability of school-based non-teaching items.
- d. The Superintendent, together with the concerned SDO units and personnel, refers to and accomplishes the Teacher Requirement Analysis (TRA) template for its consolidated teaching personnel needs. The Superintendent also provides data on the overall status of availability of school-based non-teaching items.
- e. In the situational analysis, the Superintendent shall consider the following information:
  - e.1. Reports from schools within the Division;
  - e.2. Data from the Personal Services Itemization Plantilla of Personnel (PSI-POP);
  - e.3. Data on excess teacher items in schools in relation to teacher shortage within the Division;
  - e.4. Data on specialization needs of schools with shortage in relation to the specialization of excess teachers from other schools within the Division;
  - e.5. Data on unfilled teaching and school-based non-teaching items;
  - e.6. Data on the return to school of all non-teaching items created for the purpose of school assignment;
  - e.7. Data on the distance of schools within the Division (*relevant in the reallocation of excess school-based personnel*); and
  - e.8. Other relevant data.
- f. The Office of the Division Superintendent shall submit the following to its RO **not later than the third week of October:**
  - f.1. Accomplished TRA template accounting for the consolidated teacher needs; and
    - Editable MS Excel file
    - PDF file bearing the signature of the Superintendent
  - f.2. Report on the Division-level status of its school-based non-teaching requirements.



- Editable MS Excel file
- PDF file bearing the signature of the Superintendent

### 3. Regional Office (RO)

**(Timeline: 4<sup>th</sup> week of October – 3<sup>rd</sup> week of November)**

- a. The Office of the Regional Director receives all submissions from SDOs for consolidation and officially acknowledges them through email communication. All SDO submissions beyond the designated deadline shall be considered in the next cycle of requests for school-based personnel items.
- b. The Regional Director initiates, leads, and conducts the analysis and review of all Division-level submissions for validation.
- c. The Regional Director decides which Division-level submissions shall be considered for further endorsement to the OUHROD relative to existing planning parameters on school-based personnel items.
- d. The Regional Director, together with concerned RO units and personnel, refers to and accomplishes the TRA template for its consolidated teaching personnel needs. The Regional Director also verifies the overall status of the availability of school-based non-teaching items.
- e. The Office of the Regional Director shall submit the following to the Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) **not later than the third week of November**:
  - e.1. Accomplished TRA template accounting for the consolidated teacher needs; and
    - Editable MS Excel file
    - PDF file bearing the signature of the Regional Director
  - e.2. Report on the Regional-level status of its school-based non-teaching requirements.
    - Editable MS Excel file
    - PDF file bearing the signature of the Regional Director

### 4. Central Office (CO)

**(Timeline: November – December)**

- a. OUHROD officially receives and acknowledges the submissions of consolidated Regional-level situational analyses. All RO submissions beyond the designated deadline shall be considered in the next cycle of requests for school-based personnel items. Only the final assessment reports shall be submitted to DepEd Central Office. All supporting documents shall be managed by the field offices.
- b. OUHROD endorses Regional-level submissions to the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED).
- c. BHROD-SED analyzes and evaluates all endorsed Regional-level submissions.
- d. BHROD-SED prepares official responses to the requests for school-based personnel items for approval and signing of the OUHROD.
- e. OUHROD transmits official responses to all Regional Offices concerned.

#### **Transitory Provision**

For Fiscal Year 2023, the schools shall be allowed to submit reports to their SDOs until the **first week of October**. Timelines indicated in the interim process shall be observed as provided in the succeeding fiscal years until otherwise rescinded by subsequent DepEd issuances.