


Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD No. 2023- 1160

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : 
WILFREDO E. CABRAL, CESO III
 Regional Director

SUBJECT : **REQUEST FOR THE STATUS OF FILLING-UP OF
 NEWLY CREATED SCHOOL-BASED TEACHING AND
 NON-TEACHING POSITIONS FOR FY 2020-2023**

DATE : November 6, 2023

1. Enclosed is a copy of Memorandum DM-OUHRD-2023-1694 of USEC Gloria Jumamil-Mercado on the submission of the abovementioned data, for information and guidance of all concerned.
2. Attention is particularly invited to item B-1 on the Roles and Responsibilities of Schools Division Offices, for compliance.
3. In this connection, Annex A of said report should be submitted in excel and pdf signed file through this link https://bit.ly/2023_3RD_QTR_PERS_INVTRY, not later than November 10, 2023 @ 5:00 p.m.
4. For immediate dissemination.



Address: Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
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Republika ng Pilipinas
Department of Education

**OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

MEMORANDUM
DM-OUHROD-2023-1694

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

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

**SUBJECT : REQUEST FOR THE STATUS OF FILLING-UP OF NEWLY
CREATED SCHOOL-BASED TEACHING AND NON-TEACHING
POSITIONS FOR FY 2020-2023**

DATE : 13 October 2023

Consistent with the previous requests to account for the reasons for the non-fill-up of the newly created school-based personnel items for FY 2020-2022 as communicated in **DM-OUHROD-2023-0360** dated **09 March 2023**, and **DM-OUHROD-2023-0946** dated **14 July 2023**, the Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) releases this Memorandum for the purpose of continuous monitoring of the created, allocated, and deployed school-based teaching and non-teaching items, together with the attributed reasons for non-fill-up for the **second semester** of FY 2023.

The school-based workforce of the Department of Education is crucial to the delivery of quality basic education. The teaching staff defines the continuity of the teaching and learning process in the classrooms. The non-teaching personnel provides necessary support and creates a more conducive learning environment. On the other hand, unfilled items disrupt the establishment of a core of teaching and non-teaching units for the daily operations of schools.

To ensure that the Department obtains valuable data and updated information on reasons for non-fill-up as a basis for enhancing action plans to achieve a 100% filling-

up rate, this Office requests the DepEd field offices to observe the timeline of monitoring, as well as to perform and provide the following:

A. Monitoring and Reporting Period: Second Semester (3rd and 4th quarters) of FY 2023 for NSPP (teaching items) and school-based AO II and PDO I items from FY 2020 to FY 2023.

B. Roles and Responsibilities

1. Schools Division Offices

- a. Update the status of filling-up in the official monitoring systems such as the PMIS (on or before the 15th and 30th of every month) and GMIS (on or before the 4th week of every month).
- b. Account for the specific reasons for the non-fill-up of created teaching, school-based AO II, and PDO I items by accomplishing the reporting template (*Annex A – 2020, 2021, 2022, 2023, and Summary sheets*).
- c. Provide updated contact details of the assigned Administrative Officer or HRMO (*Annex A – Field Office Directory sheet*).
- d. Submit the accomplished Annex A to the respective Regional Offices – Personnel Section on or before the following:

FY 2023 Quarter 3 – November 10, 2023

FY 2023 Quarter 4 – December 11, 2023

2. Regional Offices

- a. Assist their respective SDOs in accomplishing Annex A.
- b. Ensure data accuracy and verify accounted reasons for non-fill-up.
- c. Submit the accomplished *Annex A* to BHROD – School Effectiveness Division (SED) on or before the following:

FY 2023 Quarter 3 - November 17, 2023

FY 2023 Quarter 4 – December 18, 2023

Required attachments:

- Scanned copy which is duly signed by the Regional Director
 - Editable Excel File (not necessarily signed)
- d. Ensure periodic and timely reporting of the Filling-up in the PMIS and GMIS by the SDOs.

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

Thank you for your continued support.

[BHROD-SED/Aquino]