

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

MEMORANDUM

No. NCR **1286** s. 2023

TO : Schools Division Superintendents of
 Makati City and Taguig City & Pateros

FROM : **JOCELYN DR. ANDAYA**
 Director IV

SUBJECT : **REQUEST FOR TECHNICAL ASSISTANCE ON THE
 TRANSFER OF ITEMS FROM EMBO SCHOOLS-
 SDO MAKATI CITY TO SDO TAGUIG CITY & PATEROS**

DATE : November 28, 2023

1. Enclosed is a copy of the letter dated November 21, 2023 of the Regional Director , DBM-NCR , relative to the above captioned request, for information and guidance.
2. In this connection, it is requested that items 1-5 paragraph 3 of the said letter should be submitted through this Office, c/o Personnel Section not later than November 30, 2023, for submission to DBM-NCR. It maybe mentioned that advance copy of the communication on that matter were communicated to your respective AO IV (HRMO's) prior to this Memorandum, to comply with the deadline on December 1, 2023.
2. For immediate dissemination and compliance.



Address: Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F006	Rev	00
Effectivity	01.26.23	Page	1 of 1

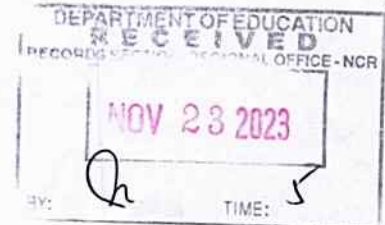


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
NATIONAL CAPITAL REGION
GENERAL SOLANO STREET, SAN MIGUEL MANILA

November 21, 2023

DIRECTOR JOCELYN DR. ANDAYA

Department of Education-NCR
Bago Bantay, Quezon City



Dear **Director Andaya**:

This refers to the letter of Schools Division Office (SDO) of Taguig and Pateros requesting for technical assistance relative to the DBM Circular Letter (CL) No. 2023-12 dated September 15, 2023, re: Compliance with the Supreme Court Decision on City of Makati vs City of Taguig.

Item 4.0 of the said CL provides that: **"In case of transfer of positions from one organizational unit to another in line with the SC decision, the agencies concerned shall submit their respective requests to the Department of Budget and Management (DBM)."**

As such, the agency should submit a request for transfer of positions on or before December 1, 2023, with the following attachments:

1. Endorsement Letter from originating SDO (Makati) and the Regional Office Proper requesting the transfer of positions;
2. Memorandum of Agreement between the Agency Heads concerned;
3. Duly accomplished templates to ease the analysis of both filled and unfilled positions and their associated Personnel Services (PS) costs (Annexes A to D);
4. Maintenance and Other Operating Expenses (MOOE) of the affected schools for the year 2024; and
5. Enrollment Data for the School Years 2022-2023 and 2023-2024.

May we also remind that the SDOs Makati and Taguig and Pateros shall closely coordinate with the Regional Office Proper – DepEd-NCR and DepEd-Central Office on this matter.

Thank you and regards.

Very truly yours,

RUBY P. MURO
Regional Director

cc: SDOs Taguig and Pateros and Makati