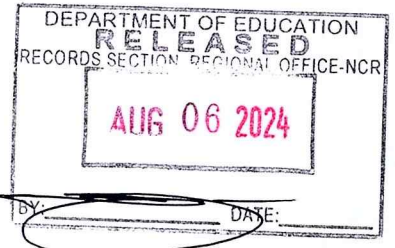




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



August 2, 2024

REGIONAL MEMORANDUM

No. 782, s. 2024

To: Schools Division Superintendents

**FILLING-UP OF UNFILLED DEPED AUTHORIZED POSITIONS
 IN DEPED FIELD OFFICES**

1. Enclosed is a copy of Memorandum DM-OUHROD-2024-1422 dated July 26, 2024 signed by USEC. Revsee A. Escobedo and OIC-USEC Wilfredo E. Cabral, relative to the filling-up of authorized vacant positions per DBM-GMIS, which is self-explanatory.
2. In this connection, it is requested that hiring and filling-up of vacant items be prioritized except those identified as Coterminous to the Incumbent (CTI). However, CTI items for Elementary and Secondary Schools maybe filled-up as provided in Memorandum DM-HROD-2021-0096 entitled "Clarificatory Guidelines on the Filling-Up of Administrative Support Items for Deped Elementary and Secondary School". Further, all in-charge in the monthly updating of PSIPOP are hereby requested to upload the same to the DBM-GMIS system every last week of the month.
3. For immediate dissemination and compliance.

JOCELYN DR ANDAYA
 Director IV



Address: 6 Misamis St., Bago Bantay, Quezon City

Email address: ncr@deped.gov.ph

Website:

depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1



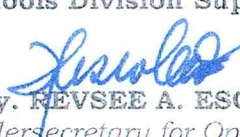



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
OM-OUHROD-2024-422

TO : **Regional Directors**
Schools Division Superintendents

FROM : 
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations


WILFREDO B. CABRAL
Regional Director,
Officer-in-Charge, Office of the Undersecretary for
Human Resource and Organizational Development

SUBJECT : **FILLING-UP OF UNFILLED DEPED AUTHORIZED POSITIONS**
IN DEPED FIELD OFFICES

DATE : 26 July 2024

In line with the Department's endeavor to improve the filling-up of DepEd authorized items, this is to provide the data on unfilled items per region and schools division office based on the Department of Budget and Management-Government Manpower Information System (DBM-GMIS) as of 24 May 2024. Attached as Annex A is the abovementioned list disaggregated per region.

In this regard, the Regional Directors and Schools Division Superintendents are requested to **prioritize the expeditious hiring and filling-up of the reported unfilled items** within your jurisdiction except those identified as Coterminal to the Incumbent (CTI) items in regional and schools division offices, while Administrative Support Plantilla Items for DepEd Elementary and Secondary Schools tagged as CTI that were affected by the Rationalization Plan may be filled-up as provided in Memorandum DM-HROD-2021-0096 dated 18 August 2021 or the *Clarificatory Guideline on the Filling Up of Administrative Support Items for DepEd Elementary and Secondary Schools*.

Lastly, to ensure accurate data reports on filled and unfilled items, we would like to enjoin all DepEd field offices to comply with the timely updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP) and update the POP portion on a monthly basis and upload the same to the DBM-GMIS database every last week of the month.

For compliance.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	OM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 1



Department of Education
List of Unfilled Authorized Items in DepEd - National Capital Region (NCR)
Based on the DBM-GMIS as of 24 May 2024

Position	Regional Office Proper	Division of Caloocan	Division of Las Piñas	Division of Makati	Division of Marikina City	Division of Mandaluyog	Division of Manila	Division of Marikina	Division of Muntinlupa	Division of Navotas City	Division of Parol	Division of Pasay City	Division of Quezon City	Division of San Juan City	Division of Taguig and Pateros	Division of Valenzuela	Grand Total
Administrative Aide III	4	1		1	1	1	32		2		1		24		3	1	70
Administrative Aide IV	10	18	3	5	5	6	29	3	5		2	1	36		1	7	132
Administrative Aide V																	
Administrative Aide VI	3	9	3	3		6	6	1	6		5	3	2	1	1		49
Administrative Assistant I	1			1			1										3
Administrative Assistant II	5	18	5	16	1	11	16	6	6		4	5	9		31	3	161
Administrative Assistant III		3	4	10	1	2	9	1	5		3	2	10	3	11		66
Administrative Assistant V	1																1
Administrative Officer I	1						1										3
Administrative Officer II		1		1	1	3	3	3	3		3	5	3	1	7	4	37
Administrative Officer III							1	3				2	2				8
Administrative Officer IV			1				2				1						4
Administrative Officer V	2			1									1				4
Artist-Illustrator II	1									1				1			7
Assistant Schools Division Superintendent		2		1				1					1				1
Attorney I																	
Attorney II	1																1
Attorney III	1																1
Cashier II						1			1								1
Clerk II																	
Dental Aide									1					1			1
Dentist I																	
Dentist II																	
Health Education and Promotion Officer II	1																1
Health Education and Promotion Officer III	1			1	1	1	1	1	1	1	1	1	1	1	1	1	17
Human Resource Management Officer I						1			1								5
Information Technology Officer I																	
Librarian I	1																5
Librarian II																	
Light Equipment Operator																	
Medical Officer I		1															1
Medical Officer III																	
Nurse I							4										4
Nurse II							7	1				1	7				19
Nutritionist-Dietitian I																	
Planning Officer II	2			1	1	1	1	1	1	1	1	1	1	1	1	1	2
Planning Officer III		1															1
Project Development Officer I		6	6			2	4	3	1				3				26
Project Development Officer II							1	1	1							1	4
Records Officer II																	
Registrar I				1			2	1	1								6
Registrar II															1		1
Schools Division Superintendent																	
Security Guard I								1									2
Security Guard II	1						9	2	2				62		1		77
Social Welfare Officer I									1								7
Statistician Aide																	
Supply Officer II							1										1
Technical Education and Skills Development Specialist II		1															1
Vocational Placement Coordinator I																	
Vocational School Superintendent I																	
Watchman I													4				8

Department of Education
List of Unfilled Authorized Items in DepEd - National Capital Region (NCR)

Based on the DBM-GMIS as of 24 May 2024

Position	Regional Office Proper	Division of Calocan	Division of Las Piñas	Division of Marikina	Division of Malabon City	Division of Mandaluyong	Division of Manila	Division of Marikina	Division of Muntinlupa	Division of Navotas City	Division of Parañaque	Division of Pasay City	Division of Pasig City	Division of Quezon City	Division of San Juan City	Division of Taguig and Patros	Division of Valenzuela	Grand Total
Teaching		362	189	124	33	118	1,623	186	187	2	206	171	226	858	12	361	74	4,732
Master Teacher I		8	13	22	3	10	171	13	13	5	5	1	24	35	1	33	17	356
Master Teacher II		14	4	27		5	85	13		6	6	9	21	39		15	1	239
Special Education Teacher I			3			12	28		1			13	2	29		1		89
Special Education Teacher II			1			4						8		8				21
Special Education Teacher III			1			2		3				9		7			1	25
Special Science Teacher I			4	4	3	1	14	17	6	2	4	8	18	33	2	8	4	140
Teacher I		114	84	49	8	34	836	71	10		28	30	87	288	4	86	14	1,743
Teacher II		189	62	18	12	43	261	38	106		104	61	54	284	2	142	23	1,399
Teacher III		32	17	4	7	7	226	31	64		59	32	20	135	3	69	14	720
Teaching-Related	5	38	37	44	13	34	355	46	20	8	28	44	53	149	7	77	11	969
Assistant School Principal II		4	4	4	1	3	2	4		2	2	9	1	7		14	1	52
Assistant School Principal III						3	2											2
Assistant Special School Principal												1						1
Chief Education Supervisor	1															1		2
Crafts Education Demonstrator I						1							7					8
Crafts Education Demonstrator II						1												1
Education Program Specialist II	1	2		1		1	2	1			1	1						10
Education Program Supervisor	2		1	1		1	2	1			2		1	10				21
Guidance Coordinator III						3								2				7
Guidance Counselor I		6	3	1		1	4	2	3	2	1	2	2	21	1	6	1	56
Guidance Counselor II		7	9	14	4	11	22	16	8	6	16	12	26	53	3	25	6	238
Guidance Counselor III		4		6	2	1	147		2		1	7	2	7		4		182
Head Teacher I			2				1	2	1							1		8
Head Teacher II		3	1	1					1					1		1		8
Head Teacher III		3	2	1	5	8	10	6	2		2		9	15	1	7	1	72
Head Teacher IV		1	3			2		1	1					1		3		12
Head Teacher V		1					1						1	2				5
Head Teacher VI		4	3	3	1	1	27	2	1		1	4	1	9		3		59
Public Schools District Supervisor			2			1	3	1			1			4		1		13
School Librarian I				1			1					1		4				3
School Librarian II				2				1										3
School Librarian III							2											2
School Principal I		2	2	3			99					2	3	3		5	1	120
School Principal II		1	7	4		1	13		1			1	5	5		4		37
School Principal III		3				1	8					2	6	6	1		1	22
School Principal IV		1				1	5	8			1		3	3				19
Senior Education Program Specialist	1					1		1							1	1		4
Special School Principal II								1				1						1
Vocational Instruction Supervisor III							1											1
Non-Teaching	40	71	24	46	14	39	274	35	36	5	31	28	42	363	12	61	18	1,139
Accountant I	3	1		1		1	1	1	1		1	1	1	1				10
Accountant II			1					1			1	1						7
Accountant III				1				1			1	1						2
Administrative Aide I	1	6		2	2	1	134	4			6		8	157		1		321
Administrative Aide II			1			1	2					1		1				6

Department of Education
 List of Unfilled Authorized Items in DepEd - National Capital Region (NCR)
 Based on the DBH-GMIS as of 24 May 2024

Position	Regional Office Proper	Division of Calocan	Division of Las Piñas	Division of Makati	Division of Malabon City	Division of Mandaluyong	Division of Manila	Division of Marikina	Division of Muntinlupa	Division of Navotas City	Division of Parañaque	Division of Pasay City	Division of Pasig City	Division of Quezon City	Division of San Juan City	Division of Taguig and Pateros	Division of Valenzuela	Grand Total
Grand Total	45	471	250	214	60	191	2,252	267	243	15	265	243	321	1,370	31	499	103	6,840