



June 24, 2019



REGIONAL MEMORANDUM

No. 319, s. 2019

**APPROVAL OF THE CREATION OF NEW TEACHING POSITIONS FOR KINDERGARTEN TO GRADE 12 FOR
SCHOOL YEAR 2019-2020**

**TO: All Schools Division Superintendents
This Region**

1. Attached is a Memorandum DM-PFO-2019-00500 dated June 4, 2019 signed by USEC Jesus L.R. Mateo on the Approval of the Creation of New Teaching Positions for Kindergarten to Grade 12 for School Year 2019-2020. The aforesaid positions had been requested to the Department of Budget and Management (DBM) for the issuance of Notice of Organization, Staffing and Compensation Action (NOSCA).
2. Cognizant of such approval of the requested positions, it is presumed that by this time the recruitment, evaluation and selection process in your respective Divisions had already commenced in accordance with the guidelines set forth in the existing hiring policies.
3. Further details and information are provided in the attached Memorandum.
4. For your information and immediate compliance.


FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director

PPRD/djm
06/27/2019

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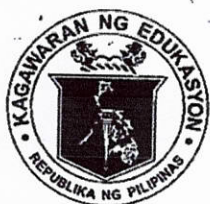
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Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PFO-2019-00500

TO: Minister of Basic, Higher, and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
All Others Concerned

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: *Approval of the Creation of New Teaching Positions for
Kindergarten to Grade 12 for School Year (SY) 2019-2020*

DATE: June 4, 2019

This is to inform all concerned field offices that the Department of Budget and Management (DBM) has approved the creation of **TEN THOUSAND (10,000)** new teaching positions for Kindergarten to Grade 12 for SY 2019-2020. Attached is the regional breakdown, for your reference.

Consistent with the DBM's existing procedures, the DBM Regional Offices (ROs) will issue the Notice of Organization, Staffing and Compensation Action (NOSCA) directly to the Schools Division Office for Kindergarten/Elementary and Senior High School (SHS) positions and to the Implementing Units (IUs) for Junior High School (JHS) based on the deployment reports submitted by DepEd.

The deployment report, particularly for JHS, should be strictly followed. No changes and realignments should be made. SDOs are allowed to convert Teacher II positions intended for SHS as long as they do not exceed the allocated budget (e.g. conversion of Teacher II to Teacher I/Teacher III, Master Teacher I/Master Teacher II).

All SHS positions shall be lodged at the SDO to provide flexibility in placing and moving an incumbent from one school to another. Likewise, the incumbent may be assigned to handle a cluster of schools, especially if the enrolment of the school is no longer within the set standards.

To effectively facilitate the filling-up of the positions and ensure that the appropriated lump sum will be fully utilized within the year, the following process is hereby directed:

A. DEPLOYMENT REPORT

- The DepEd CO-Planning Service (PS) shall provide the electronic copies of the following to the RO:
 - deployment report by legislative district for Kindergarten/Elementary
 - deployment report by division for SHS
 - deployment report by school for JHS
 - list of "Sa Pinas, Ikaw Ang Ma'am at Sir" (SPIMS) Employment Program beneficiaries by level of education
 - prescribed template for the deployment report of Kindergarten/Elementary and SHS.
- Upon receipt of the deployment reports, the RO shall immediately forward the report to the concerned SDOs.
- The Planning Officer of SDO-SGOD shall:
 1. Prepare a deployment report by school based on the allocation by legislative district/division, using the SY 2018-2019 LIS/EBEIS enrollment data and the current plantilla positions which include the items created in FY 2018 in Kindergarten/Elementary schools and SHSs. The following improved planning parameters shall be adopted in the computation of the requirements:

Level/Class	Standards	Remarks
Kindergarten	25 learners per class, maximum of 30 learners per session	1 teacher for 2 sessions
Multigrade Classes (MG)	maximum of 25 learners consisting of 2 consecutive grade levels (Grades 1&2, Grades 3&4, and Grades 5&6)	1 teacher per class consisting of 2 consecutive grade levels or 3 teachers for every MG school
Grades 1-3	30 learners per class, maximum of 35 learners	Double shifts for Grade 1 and single shift for Grade 2 and 3
Grade 4	40 learners per class, maximum of 45 learners	1 teacher per class
Grades 5-10	40 learners per class, maximum of 45 learners	5 teachers in every 3 classes or 5:3 as specialization factor
Grades 11-12	Maximum of 40 learners per class	9 teachers in every 6 classes or 9:6 as specialization factor

2. Prioritize deployment of items based on the following:
 - o newly established schools (i.e. schools with existing School ID)
 - o schools with highest Pupil/Student Teacher Ratio (P/STR)
 - o schools with acute shortage of teachers
 - o schools in far flung areas with teacher shortage, and;
 - o multi-grade schools with less than three (3) teachers.
 3. Ensure that all main Elementary, JHS and SHS will share the allocation to its annex schools with teacher shortages. Please note that if the items are to be deployed to the annex school, the school ID of the mother school should be indicated in the "Remarks" column of the deployment report that will be submitted to CO.
- The SDO-SGOD Chief shall review the prepared deployment report based on SY 2018-2019 by school teacher requirement analysis of the SDO. The final report shall be submitted to the Schools Division Superintendent (SDS) for vetting. The vetted deployment report shall bear the signature of the SDS.
 - The SDO shall submit the vetted scanned copy and an Excel file of the deployment report to the Regional Office-Planning, Policy and Research Division (RO-PPRD) for consolidation, together with the legal documents of newly established/legislated or renamed JHSs, on or before June 15, 2019.

The following tasks shall be completed by RO-PPRD upon receipt of the deployment report:

1. In case there are newly legislated/established or renamed schools included in the deployment report, the RO-PPRD shall submit the legal documents to DBM-RO
2. Ensure the accuracy of the number of items provided for each legislative district.
3. Forward the consolidated Excel file of the deployment report (using the attached template) to the Planning Service-Planning and Programming Division (PS-PPD) through e-mail at ps.ppd@deped.gov.ph on or before June 30, 2019.

B. RECRUITMENT, EVALUATION, AND SELECTION

- All SDOs shall commence with the recruitment, evaluation, and selection process based on the guidelines set forth in the existing hiring policies.
- Concerned SDOs shall accommodate the recipients of the "Sa 'Pinas, Ikaw Ang Maám at Sir (SPIMS) Employment Program. This is in fulfillment of DepEd's obligations under the Memorandum of Cooperation between the Department

of Labor and Employment (DOLE), the Philippine Normal University (PNU), and other concerned agencies. Attached for ready reference is the deployment report of the qualified beneficiaries with contact details and corresponding school assignments. Hence, concerned SDOs are instructed to advise the recipients regarding their school assignment and the documentary requirements that need to be submitted.

C. MONITORING AND REPORTING

- ROs/SDOs are instructed to provide PS-PPD, a copy of the NOSCA issued by the DBM-RO. It should be noted that effective FY 2019, accomplishment of the ROs/SDOs in terms of filling-up of items will be monitored through the Program Management Information System (PMIS). A separate issuance will be disseminated on this matter.
- Be reminded that FY 2016 to FY 2018 filling-up will still be monitored through "Google sheets". Regular updating of the said status report is hereby instructed.
- SDOs/IUs are also directed to update their PSIPOP promptly. After updating, the process must be properly coordinated with the DBM-RO's approver so that updates will be promptly reflected in the DBM Government Manpower Information System (GMIS).

For further clarifications and other concerns, you may contact Ms. Zaida Fe Briones of PS-PPD at telephone number (02) 633-7216 or telefax (02) 638-8634.

For your information and strict compliance.

ALLOCATION OF TEACHING POSITIONS FOR KINDER TO SHS
SY 2019-2020

Region	Proposed 10,000 teaching positions			
	Kinder/Elem	JHS	SHS	Total
TOTAL	3,745	1,485	4,770	10,000
ARMM	608	169	137	914
CAR	60	6	102	168
NCR	74	73	64	211
I	127	60	311	498
II	189	51	230	470
III	294	133	426	853
IV-A	359	217	349	925
IV-B	115	30	209	354
V	210	86	459	755
VI	203	132	418	753
VII	537	93	490	1,120
VIII	122	42	253	417
IX	188	58	325	571
X	195	95	213	503
XI	157	101	311	569
XII	210	110	268	588
CARAGA	97	29	205	331

PROPOSED ALLOCATION OF TEACHING POSITIONS
FOR KINDER-GRADE 12 BY DIVISION
SY 2019-2020

Region/Division	Kindy/Elem. (Teacher I)	JHS * (Teacher I)	SHS (Teacher II)	Total
TOTAL, REGION XIII	97	29	205	331
1 Agusan del Norte	11	5	25	41
2 Agusan del Sur	27	7	33	67
3 Bayugan City	3	1	10	14
4 Bislig City	-	1	1	2
5 Butuan City	12	7	42	61
6 Cabadbaran City	3	1	4	8
7 Dinagat Island	4	1	4	9
8 Siargao	2	1	9	12
9 Surigao City	5	-	6	11
10 Surigao del Norte	7	1	27	35
11 Surigao del Sur	22	3	43	68
12 Tandag City	1	1	1	3

* see Annex 1

Prepared by:

Certified correct:

ZAIDA FE B. BRIONES
PDO III, PPD-PS

MARY JANE B. FELICIANO
Chief, PS-PPD

Noted by:

Approved:

ROGER B. MASAPOL
Director IV

**PROPOSED ALLOCATION OF TEACHING POSITIONS
FOR KINDER-GRADE 12 BY LEGISLATIVE DISTRICT
SY 2019-2020**

Region/Division/Legislative District	Proposed Allocation		
	Kinder/Elem. (Teacher I)	JHS * (Teacher I)	Total
TOTAL C A R A G A	97	29	126
AGUSAN DEL NORTE	26	13	39
1ST DISTRICT (with Butuan City)	14	8	22
The Rest of the 1ST DISTRICT	2	1	3
BUTUAN CITY	12	7	19
2ND DISTRICT (with Cabadbaran City)	12	5	17
The Rest of the 2ND DISTRICT	9	4	13
CABADBARAN CITY	3	1	4
AGUSAN DEL SUR	30	8	38
1ST DISTRICT (with Bayugan City)	14	3	17
The Rest of the 1ST DISTRICT	11	2	13
BAYUGAN CITY	3	1	4
2ND DISTRICT	16	5	21
SURIGAO DEL NORTE	14	2	16
1ST DISTRICT (SIARGAO)	2	1	3
2ND DISTRICT (with Surigao City)	12	1	13
The Rest of the 2ND DISTRICT	7	1	8
SURIGAO CITY	5	-	5
SURIGAO DEL SUR	23	5	28
1ST DISTRICT (with Tandag City)	14	3	17
The Rest of the 1ST DISTRICT	13	2	15
TANDAG CITY	1	1	2
2ND DISTRICT (with Bislig City)	9	2	11
The Rest of the 2ND DISTRICT	9	1	10
BISLIG CITY	-	1	1
DINAGAT ISLANDS (Lone District)	4	1	5

* see Annex 1

Note: Distribution of SHS allocation is by division

ZAIDA FE B. BRIONES
 PDO III, PPD-PS

MARY JANE B. FELICIANO
 Chief, PS-PPD

Noted by:

ROGER B. MASAPOL

Approved:

DepEd Deployment Request Form, School Year 2019-2020
Teacher I Positions for Junior High School (JHS)

Annex 1

Division/School Name	School ID	Leg. Dist.	District/Municipality	School Data, SY 2017-2018		DepEd Deployment Request (No. of items)
				Total Enrolment (as of July 2018)	Number of Nationally-Funded Teachers (including 2018 Allocation)	
TOTAL, REGION XIII (CARAGA)						29
DIVISION : AGUSAN DEL NORTE						5
Mat-i NHS	304695	1st District	LAS NIEVES	767	32	1
Buenavista NHS	304674	2nd District	BUENAVISTA	1,901	75	1
Jagupit NHS	304686	2nd District	SANTIAGO	928	37	2
Magallanes National High School	304691	2nd District	MAGALLANES	1,566	64	1
DIVISION : AGUSAN DEL SUR						7
Prosperidad NHS	304731	1st District	PROSPERIDAD (Capital)	1,476	58	2
Agusan del Sur National High School	304703	2nd District	SAN FRANCISCO	4,967	200	2
Trento NHS	304753	2nd District	TRENTO	2,708	114	1
Sinobong NHS	317408	2nd District	VERUELA	732	30	2
DIVISION : BAYUGAN CITY						1
Bayugan NCHS	304707	1st District	CITY OF BAYUGAN	6,216	258	1
DIVISION : BISLIG CITY						1
Maharlika NHS	304866	2nd District	CITY OF BISLIG	453	20	1
DIVISION : BUTUAN CITY						7
Agusan National High School	304756	1st District	BUTUAN CITY (Capital)	8,148	334	3
Butuan City Sch. of Arts & Trades	304762	1st District	BUTUAN CITY (Capital)	3,077	126	2
Alviola ISS	317517	1st District	BUTUAN CITY (Capital)	533	21	1

DepEd Deployment Request Form, School Year 2019-2020
Teacher I Positions for Junior High School (JHS)

Division/School Name	School ID	Leg Dist.	District/Municipality	School Data, SY 2017-2018		DepEd Deployment Request (No. of items)
				Total Enrolment (as of July 2018)	Number of Nationally-Funded Teachers (including 2018 Allocation)	
Tungao NHS	304772	1st District	BUTUAN CITY (Capital)	921	39	1
DIVISION : CABADBARAN CITY						
Calamba NHS	304676	2nd District	CITY OF CABADBARAN	1,363	54	1
DIVISION : DINAGAT ISLAND						
Don Ruben E. Ecleo Sr. MNHS	304824	Lone District	SAN JOSE (Capital)	2,187	89	1
DIVISION : SIARGAO						
Burgos National High School	304773	1st District	BURGOS	304	15	1
DIVISION : SURIGAO DEL NORTE						
Gigaquit Nat'l. Sch. of Home Industries	304826	2nd District	GIGAQUIT	1,100	45	1
DIVISION : SURIGAO DEL SUR						
Carrascal National High School	304877	1st District	CARRASCAL	862	38	1
Marinatag National Agricultural High School	304898	1st District	MARIHATAG	969	40	1
Barobo National High School	304861	2nd District	BAROBO	2,282	93	1
DIVISION : TANDAG CITY						
Jacinto P. Elpa National High School	304892	1st District	CITY OF TANDAG (Capital)	3,647	151	1

LIST OF SPIMS RECIPIENTS

SY 2019-2020

Chosen Assignments						
Name of Applicant	Sex	Year LET was taken	Year Level Specialization	Region	Schools Division	District/Municipality
Murillo, Carena Macasling	Female	2014	ELEM	CARAGA	Agusan del Norte	Carmen
Cabusas, Ana Marie Bailtar	Female	2007	ELEM	CARAGA	Agusan del Sur	Prosperidad I
Allona, Ioann Rabe	Female	2012	ELEM	CARAGA	Butuan City	East Butuan District II
Montil, Donna Jay Samosino	Female	2014	ELEM	CARAGA	Butuan City	Northwest Butuan District
Jandayan, Karisse Mae Pandeling	Female	2011	ELEM	CARAGA	Butuan City	Northwest Butuan District
Solito, Janice Pacite	Female	2017	ELEM	CARAGA	Surigao City	Surigao City District VII
Cabahug, Ana Liza Escabal	Female	1998	ELEM	CARAGA	Surigao City	Surigao City District VIII
Arguiza, Cristy Asilo	Female	2016	ELEM	CARAGA	Surigao del Sur	Hinatuan South
Baritua, Aphrodite Ellayne Baldago	Female	2017	JHS	CARAGA	Butuan City	BUTUAN CITY (Capital)
Tismo, Alvin Serenado	Male	2005	JHS	CARAGA	Butuan City	BUTUAN CITY (Capital)

DEPARTMENT OF EDUCATION

DEPLOYMENT REPORT OF TEACHER I POSITIONS FOR KINDER TO GRADE 6

School Year 2019-2020

Region:

Division:

[illegible]

INSTRUCTIONS:

1. Only schools with allocation shall be included in the report
 2. Annex schools data shall be included to the main school (i.e. main school shall share its allocation to its annexes with teacher shortage)
 3. The source of the enrollment and teacher inventory shall be SY 2018-2019 LLS/EBEIS data (include in the teacher inventory, the items created in FY 2018)
 4. Teacher Inventory shall also include the plantilla positions of the school, whether vacant, unfilled or the incumbent is detailed to other schools/SDOs, among others.
 5. Ensure the following: a) allocation of the divisions are match with the allocation by legislative district, b) accuracy and completeness of the report before submitting to RO, and;
- d) scanned copy and an excel file of the report was submitted to RO-PPRD on or before January 30, 2019

Prepared and Reviewed by:

Certified Correct:

Planning Officer III

Schools Division Superintendent

DEPARTMENT OF EDUCATION
DEPLOYMENT REPORT OF TEACHER I POSITIONS FOR SHS
School Year 2019-2020

[illegible]

1. Only schools with allocation shall be included in the report
2. Annex schools data shall be included to the main school (i.e. main school shall share its allocation to its annexes with teacher shortage)
3. The source of the enrollment and teacher inventory shall be SY 2018-2019 LIS/EBEIS data (include in the teacher inventory, the items created in FY 2018)
4. Teacher Inventory shall also include the plantilla positions of the school, whether vacant, unfilled or the incumbent is detailed to other schools/SDOs, among others.
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Certified Correct:

Schools Division Superintendent

REGIONAL OFFICE TEMPLATE

[illegible][illegible]

1. Only schools with allocation shall be included in the report
2. Combine all SDOs submission/ report in this template
3. Ensure the following: a) annex schools are combined to its mother school, b) allocation of the divisions are match with the allocation by legislative district,

c) accuracy and completeness of the report before submitting to CO, and; d) excel file of report was submitted to PPD-PS through ps.ppd @ deped.gov.ph on or before February 15, 2019.

Noted:

Regional Director

SCHOOLS DIVISION OFFICE TEMPLATE

[illegible]

1. Only schools with allocation shall be included in the report
2. Annex schools data shall be included to the main school (i.e. main school shall share its allocation to its annexes with teacher shortage)
3. The source of the enrollment and teacher inventory shall be SY 2018-2019 LIS/EBEIS data (include in the teacher inventory, the items created in FY 2018)
4. Teacher Inventory shall also include the plantilla positions of the school, whether vacant, unfilled or the incumbent is detailed to other schools/SDOs, among others.
5. Ensure the following: a) allocation of the divisions are match with the allocation, b) accuracy and completeness of the report before submitting to RO, and; d) scanned copy and an excel file of the report was submitted to RO-PPRD on or before January 30, 2019

Schools Division Superintendent