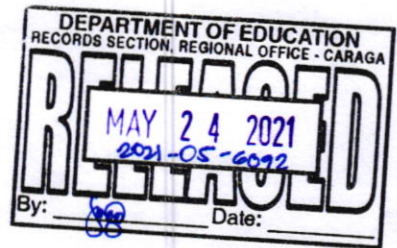




Republic of the Philippines
Department of Education
CARAGA REGION



May 24, 2021

REGIONAL MEMORANDUM

No. 321, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
SCHOOLS DIVISION SUPERINTENDENTS
DIVISION HRMOs
This Region

SUBMISSION OF MONTHLY REPORTS ON THE STATUS OF FILLING-UP OF VACANT
POSITIONS AND OTHER PERSONNEL MOVEMENT

1. To intensify the monitoring and provision of technical assistance, all Schools Division Offices shall submit a Monthly Status Report on the Filling-Up of Vacant Positions and Other Personnel Movement to this Regional Office *every last working day of the month*.
2. The Division HRMOs shall submit to the Regional HRMO the following reports as of the current date of submission:
 - a. Report on the Status of Filling-Up of Vacant Positions
 - b. Report on PSIPOP Updating
 - c. Inventory of Personnel who are on Leave Without Pay (LWOP)
 - d. Status of RPSU Payroll Inclusion of Newly-Hired Employees
 - e. Monthly Report on PMIS Updating
3. Attached are copies of the prescribed templates which shall be emailed to caraga.personnel@deped.gov.ph for consolidation.
4. For guidance and compliance.

EVELYN R. FETALVERO, Ph.D., CESO IV

Director IV
Regional Director

Encls.: NONE

Reference: NONE

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES PERSONNEL MOVEMENT REPORTS

PER/srp
5/24/2021



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



2021-05-6092

Document Control No:
DepEdRO13-F-REC-013/R3/2-18-2020

a. Report on the Status of Filling-Up of Vacant Positions

DIVISION	VACANT POSITION as of <u>May 31, 2021</u>		CATEGORY (Teaching/ Teaching-Related/ Non- Teaching)	Reason/s why the position is not yet filled-up
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			

b. Report on PSIPOP Updating as of May 31, 2021

[illegible]

c. INVENTORY OF PERSONNEL WHO ARE ON LEAVE WITHOUT PAY as of May 31, 2021

[illegible]

d. Status of RPSU Payroll Inclusion of Newly-Hired Employees as of May 31, 2021

DIVISION	NAME OF NEWLY-HIRED EMPLOYEE		POSITION	EFFECTIVITY DATE OF APPOINTMENT	REASON FOR NON-INCLUSION IN THE RPSU PAYROLL
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				

e. Monthly Report on PMIS Updating as of May 31, 2021

DIVISION		Total Number of Newly-Created Positions in the PMIS	Filled	Unfilled	Reason/s why the position is not yet filled-up
1	AGUSAN DEL NORTE				
2	AGUSAN DEL SUR				
3	BAYUGAN CITY				
4	BISLIG CITY				
5	BUTUAN CITY				
6	CABADBARAN CITY				
7	DINAGAT ISLANDS				
8	SIARGAO				
9	SURIGAO CITY				
10	SURIGAO DEL NORTE				
11	SURIGAO DEL SUR				
12	TANDAG CITY				