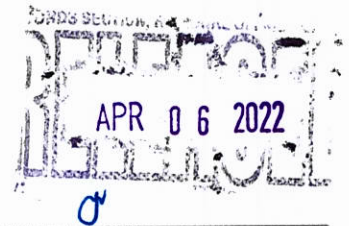




Republic of the Philippines
Department of Education
CARAGA REGION



April 5, 2022

REGIONAL MEMORANDUM
No. 0272, s. 2022

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

INVENTORY OF SCHOOL-BASED NON-TEACHING POSITIONS DEPLOYED
IN 2017, 2018, 2020, AND 2021

1. Please find attached Memorandum DM-HROD-2022-0494 dated March 30, 2022 on the Inventory of School-Based Non-Teaching Positions Deployed in 2017, 2018, 2020, and 2021.
2. Kindly accomplish the attached template (Annex A) and submit on or before April 8, 2022 at caraga.personnel@deped.gov.ph for consolidation.
3. For your guidance and compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: none
To be indicated in the Perpetual Index
under the following subjects:

INVENTORY

NON-TEACHING

PERSONNEL

PER/srp
04/05/2022



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2022-0494

TO : ALL REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
DIVISION HUMAN RESOURCE MANAGEMENT OFFICERS

FROM :  WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : INVENTORY OF SCHOOL-BASED NON-TEACHING
POSITIONS DEPLOYED IN 2017, 2018, 2020, AND 2021

DATE : 30 March 2022

Over the years, the Department of Education (DepEd) has been requesting for the creation of various non-teaching positions for schools from the Department of Budget and Management (DBM) to support the 10-Point Agenda of Secretary Leonor Magtolis Briones, *to reduce the non-teaching workload of teachers and to improve employee welfare.*

In summary, this Department has deployed school-based non-teaching positions from FY 2017 to FY 2021, namely:

Position	Year of Creation/ Deployment	No. of Deployed Items
Administrative Assistant III (Senior Bookkeeper)	2017	2,641
	2018	2,627
Administrative Assistant II (Disbursing Officer II)	2017	3,996
	2018	2,637
Administrative Officer II	2020	4,922
	2021	4,840

Given this, the Bureau of Human Resource and Organizational Development (BHROD) shall conduct an inventory of these above-mentioned positions *to know if they are stationed in the intended recipient-schools.*

This shall also be done *to have an accurate database that will serve as reference in the preparation of the proposed school-based non-teaching items in the next budget cycle.*

In view of the foregoing, kindly accomplish the attached template (Annex A) and submit on or before **08 April 2022**, via this email address: bhrod.sed@deped.gov.ph.

For clarifications or concerns, please contact Mr. Jeric Francis Llanto of the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) through the email address provided above.

For compliance and appropriate action.

Instructions for using the template:

- 1. Avoid any alteration of modification of the template (i.e., column deletion, merging, etc.).
- 2. Accomplish the template completely and accurately, ensuring that all required fields are filled out.
- 3. For personnel assigned to cluster schools, kindly provide the following:
 - a. All schools assigned to the personnel should be identified.
 - b. In case of two or more schools in a cluster, entries must be in separate rows.
 - c. Mother school of the cluster schools must be identified. **Mother school** refers to one of the cluster schools where the personnel reports longer hours.
- 4. Submit the collated reports per region in Excel (.xlsx) format through email address hrd.sed@deped.gov.ph

Region	Division	Item/Position (ADAS III, ADAS II, AO II)	Plantilla No.	Date of Assignment (mm/dd/yyyy)	Name of Personnel (Surname, Given Name, Middle Initial)	Place of Current Assignment (Indicate whether SDO or Name of School/s)	School ID	School Assignment Category (Mother School, Cluster School)	Remarks
Sample Entries									
Region I	Ilocos Sur	AO II	OSEC-DECSB-ADOF2-123456-2020	1/12/2020	Dela Cruz, Juan A.	ABC Elementary School	113322	N/A	Personnel is assigned to only one (1) school
Region II	Tuguegarao City	ADAS II	OSEC-DECSB-ADAS2-145670-2021	12/1/2022	Dela Cruz, Pedro B.	SDO Tuguegarao City	N/A	N/A	Personnel is assigned in SDO/District
Region IV-A	Laguna	AO II	OSEC-DECSB-ADOF2-145697-2021	5/12/2021	Dela Cruz, Juana E.	Laguna High School	345678	Mother School	Personnel is assigned in cluster schools
Region IV-A	Laguna	AO II	OSEC-DECSB-ADOF2-145697-2021	5/12/2021	Dela Cruz, Juana E.	Laguna Elementary School	155555	Cluster School	Personnel is assigned in cluster schools
Region IV-A	Laguna	AO II	OSEC-DECSB-ADOF2-145697-2021	5/12/2021	Dela Cruz, Juana E.	Laguna Primary School	111111	Cluster School	Personnel is assigned in cluster schools

Prepared by: _____
(Name of Personnel)
Designation

Date: _____

Approved by: _____
(Name of Approving Authority)
Designation

Date: _____