



Republic of the Philippines
Department of Education
CARAGA REGION



June 7, 2024

REGIONAL MEMORANDUM

No. 0571, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
DIVISION HRMP SB, DIVISION HRMOs
This Region

APPROVAL OF THE CREATION OF NEW TEACHING ITEMS FOR SY 2024-2025
AND NON-TEACHING POSITIONS FOR FY 2024 AND SUBMISSION OF
MONTHLY REPORT ON HIRING AND APPOINTMENT OF PERSONNEL

1. Please find attached Memorandum DM-OUHROD-2024-1095 dated June 6, 2024 on the Approval of the Creation of New Teaching Items from Kindergarten to Grade 12 and Alternative Learning System (ALS) for the School Year (SY) 2024-2024 and Memorandum DM-OUHROD-2024-1052 dated June 3, 2024 on the Approval of the Creation of New School-Based Administrative Officer II (AO II) positions to Public Elementary and Secondary Schools for FY 2024.
2. To effectively facilitate the filling up of these new teaching and non-teaching items, all SDOs are directed to adhere to the procedures, processes, timelines and submission of required reports enumerated in the Memorandum.
3. For monitoring purposes, all SDOs are required to submit a copy of their Registry of Qualified Applicants (RQA) and Comparative Assessment Result (CAR) to the Regional Office. A monthly report on the status of filling-up and list of newly-hired personnel shall also be submitted to this Office every 30th day of the month.
4. For your information, guidance and compliance.

MARIA INES C. ASUNCION

Director III
Office of the Regional Director

Encls.: Memorandum DM-OUHROD-2024-1095
Memorandum DM-OUHROD-2024-1052

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

HIRING NON-TEACHING TEACHING

PER/srp
06/07/2024



2024-06-09235



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: caraga.dened.gov.ph

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Effectivity	02.01.23	Page	1 of 1



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1095

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : CHIEFS, ADMINISTRATIVE DIVISION
CHIEFS, SCHOOL GOVERNANCE AND OPERATIONS
DIVISION (SGOD)
ADMINISTRATIVE OFFICERS
PLANNING OFFICERS
ALL OTHERS CONCERNED

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-charge, Undersecretary for Human Resource and
Organizational Development

SUBJECT : APPROVAL OF THE CREATION OF NEW TEACHING ITEMS
FROM KINDERGARTEN TO GRADE 12 AND ALTERNATIVE
LEARNING SYSTEM (ALS) FOR THE SCHOOL YEAR (SY) 2024-
2025

DATE : 06 June 2024

This is to inform all concerned field offices that the Department of Budget and Management (DBM) has approved the creation of **TWENTY-TWO THOUSAND THREE HUNDRED TWENTY-THREE (22,323) new teaching items** for Kindergarten to Grade 12 and Alternative Learning System (ALS) for SY 2024-2025 last 31 May 2024.

In this connection, the DBM Regional Offices (DBM-ROs) shall issue the Notice of Organization, Staffing, and Compensation Action (NOSCA) directly to **Schools Division Offices (SDOs)** for **Kindergarten/Elementary** and **Senior High School (SHS)** positions **including ALS**, and to **Implementing Units (IUs)** for **Junior High School (JHS)** based on the deployment report prepared by DepEd. For the deployment reports, kindly refer to the attachments in the DM-OUHROD-2024-0952 or Advance Information on the Creation and Deployment of New Teaching Items and School-Based Administrative Officer II Items for School Year (SY) 2024-2025.

Since the creation and allocation of new teaching items were requested to DBM-CO in a **single batch**, the NOSCA that will be issued by DBM-RO already **includes the**



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	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 2



items for the applicants under special hiring arrangements (DOST RAs 10612 and 7687, and SPIMS). Thus, SDOs *shall no longer expect a separate NOSCA for these beneficiaries.*

To effectively facilitate the filling-up of these new teaching items and to ensure that the lump sum appropriated for this purpose shall be fully utilized within the indicated fiscal year, the Bureau of Human Resource and Organizational Development (BHROD) would like to reiterate the following key processes articulated in the above-cited DM:

1. Prioritize items based on the latest teacher needs analysis for Kindergarten/Elementary and SHS specifically for the regular items, i.e., items not intended for the groups under RA 10612/7687 and “Sa ‘Pinas, Ikaw ang Ma’am/Sir” (SPIMS) Employment Program;
2. Expedite the recruitment and selection process; and
3. Coordinate with the beneficiaries under special hiring arrangements with DOST and DMW to inform them of the schedule of demonstration teaching, interview, and the documentary requirements needed to be submitted.

Similarly, it is expected that all SDOs have already prepared their respective Registry of Qualified Applicants (RQAs) to achieve a 100% utilization rate in terms of filling-up, by the end of August 2024. **Please be advised that the date of appointment of newly hired teachers shall not be earlier than 01 July 2024.**

Moreover, the accomplishment of the ROs/SDOs in terms of filling-up of these new teaching items shall be monitored through the **Program Management Information System (PMIS)**. Encoding of the report to the system by the SDO Administrative Officer shall begin on **15 July 2024**.

Lastly, pursuant to DBM’s National Budget Circular No. 549 dated 21 October 2013, all field offices are also reminded to ensure **monthly updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP)**.

For further clarifications and other concerns, you may communicate with **Ms. Noverose B. Dadole or Mr. Christopher L. Devera** of BHROD-SED through landline no. **(02) 8633 – 5397** or email at bhrod.sed@deped.gov.ph copy furnish support.nspp@deped.gov.ph.

For your information, strict compliance, and appropriate action.



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Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
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Doc. Ref. Code	DM-OUIHROD	Rev	00
Effectivity	03.23.23	Page	2 of 2





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1052

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

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

SUBJECT : APPROVAL OF THE CREATION OF NEW SCHOOL-BASED
ADMINISTRATIVE OFFICER II (AO II) POSITIONS TO PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS FOR FY 2024

DATE : June 03, 2024

This is to inform all concerned field offices that the Department of Budget and Management (DBM) has **approved** the creation of **Five Thousand (5,000) new School-based Administrative Officer II (AO II) items for Fiscal Year (FY) 2024** last 27 May 2024.

In this connection, the DBM Regional Offices (DBM-ROs) shall issue the Notice of Organization, Staffing, and Compensation Action (NOSCA) directly to the Schools Division Offices (SDOs) for Elementary and Senior High Schools, and to Schools for AO II intended for Junior High Schools.

Upon issuance of NOSCA, the SDOs may immediately commence with the publication and posting of vacancies, initial evaluation, comparative assessment, and selection of the qualified applicants. All are directed to strictly adhere to process, criteria and point system stipulated under DO 007 s. 2023 entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education". The Qualification Standards (QS) shall be in accordance with the Civil Service Commission's (CSC's) approved qualification requirements for the position.

It is expected that all SDOs have already prepared the implementation plan, to be accomplished using **Enclosure B – Annex 3** of DM-OUHROD-2024-0952 or *Advance Information on the Creation and Deployment of New Teaching Items and School-Based Administrative Officer II Items for School Year (SY) 2024-2025*. The implementation



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	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 4



plan shall contain the timeline of the hiring process, which shall be strictly monitored to ensure **100% filling-up** rate of all school-based AO II positions by **August 2024**.

For the **Allocation List** and **Job Description**, kindly refer to the attachments in the *DM-OUHROD-2024-0952* or *Advance Information on the Creation and Deployment of New Teaching Items and School-Based Administrative Officer II Items for School Year (SY) 2024-2025*.

To effectively facilitate the filling-up of these new AO II items and to ensure that the lumpsum appropriated for this purpose shall be fully utilized within FY 2024, this Office provides the following supplemental information or details regarding deployment procedures and monitoring mechanisms:

A. Procedure for Deployment

1. Preparation of Deployment/Cluster Report

In consideration of the Department's priority to remove the administrative tasks from teachers, **the deployment of AO II items to a cluster of schools shall still be continued**. Hence, the **new AO II items** shall be deployed to a cluster of schools following these procedures:

- a. The **parameters** for clustering schools are as follows:
 - i. The schools that will form as a cluster should be geographically adjacent and located within the same school district;
 - ii. Schools without existing non-teaching personnel based on the latest Personal Services Itemization and Plantilla of Personnel (PSIPOP) shall be prioritized in the clustering/re-clustering of schools, however, proximity of schools shall still be the primary consideration; and
 - iii. SDOs are reminded to ensure equitable distribution of schools (with 3 schools at maximum) per cluster.
- b. The SDOs shall be responsible for the identification of the cluster of schools where an AO II will be deployed. The **schools provided in the deployment list** per SDO shall serve as the **mother school** in forming the cluster of schools. The use of "mother school" is for clustering arrangements only and should not in any way create inequities in rendering shared services in clustered schools.
- c. **Adjustments to the current clusters** and school assignments of **existing AO II** items shall be made in light of the deployment of new AO II items. However, ensure that any changes shall take into account the general welfare of all AO II and the varied contexts of schools.
- d. No AO II personnel shall be deployed to schools with hired Administrative Support Staff under Contract of Service engagement.

2. Submission of Actual Deployment/Cluster Report

- a. The SDO-HRMOs shall update the deployment/cluster report for the existing and newly-created AO II items using the deployment/cluster report template¹. **For SDOs without allocation for AO II this FY 2024**, an updated deployment/cluster report shall still be submitted.
- b. The updated deployment/cluster report shall be approved by the Schools Division Superintendent (SDS) for submission to the Regional Office.
- c. The RO-HRMOs shall consolidate the deployment/cluster report of all Divisions and submit to the Regional Director for approval.
- d. Once approved by the **Regional Director**, the **RO-HRMO** shall forward the consolidated Excel file and the signed copy of the deployment report to the BHROD-SED through this email: support.nspp@deped.gov.ph copy furnish bhrod.sed@deped.gov.ph **on or before 30 July 2024**. No individual submissions from SDOs will be accepted.

3. Support to Schools

To ensure smooth implementation of these newly created items at the school level, the SDOs shall provide the following support to the schools:

- a. Devise a mechanism/strategy for the reporting schedule of AO II personnel to their assigned cluster of schools;
- b. Conduct induction and onboarding sessions and provide technical assistance in the areas of Human Resource (HR), Supply Management, and Finance for the new personnel that shall be hired for the positions; and
- c. Ensure smooth transition and turnover of documents and responsibilities, under the supervision of school heads or designated teachers.

B. Monitoring of Filling-Up of Newly-Created AO II Items

1. The FY 2024 accomplishment of the ROs/SDOs in terms of filling-up of items will be monitored through the Program Management Information System (PMIS). Hence, the SDOs **shall immediately access and update the system at pmis.deped.gov.ph** once the SDS signs the appointment paper of the newly hired AO II. Encoding of the report to the system by the SDO Administrative Officer shall begin on **15 June 2024**.
2. SDOs are also reminded on the **timely updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP)** based on issued appointments in accordance with the National Budget Circular (NBC) No. 549 dated 13 October 2013.

¹ The SDOs and ROs may use their existing deployment/cluster report that was accomplished and validated by the field offices last March and May 2024.

3. The SDOs shall also update the **Quick Count Monitoring Tool** [bit.ly/NTPStatusFillingUp] to account for the actual filling-up status of all authorized positions every 15th and last day of the month.

For further clarifications and other concerns, you may communicate with Ms. Ina Marie Claire Mallari or Ms. Ann Margaret L. Lazaro of BHROD-SED through landline no. (02) 8633 – 5397 or email at bhrod.sed@deped.gov.ph copy furnish support.nspp@deped.gov.ph.

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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	4 of 4



REPORT ON FILLED AND UNFILLED POSITIONS AS OF _____

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