



January 3, 2020



Regional Memorandum
No. 084 series, 2020

**REITERATION ON THE SUBMISSION OF UNFILLED ADAS II AND III
ITEMS TO THE REGIONAL OFFICE**

To: All Schools Division Superintendents
Caraga Region

Attention: Human Resource Management Officer

1. As agreed during the PMIS Regional Training of Trainors held at Almont Inland Hotel last October 28-31, 2019, all Schools Division Offices through the Division Human Resource Management Officers are required to submit all vacant ADAS II and III items effective immediately. This was discussed by CO representative, Mrs. Zaida Fe Briones with all the Division Personnel Officers.
2. In a letter signed by Undersecretary Jesus L. R. Mateo dated January 14, 2020, Caraga Region has a total of Two Hundred (200) items for ADAS II and III which remain unfilled as of September, 2019. These vacancies were assessed by the Human Resource and Organizational Development and Effectiveness Division, Central Office.
3. Request for creation of additional positions for teaching, teaching related and non teaching shall only be acted after settlement of the same at the school and division levels.
4. Attached herewith is the template to be filled up along with the Unnumbered Memorandum signed by USEC Mateo last January 14, 2020.
5. Deadline of submission is on February 7, 2020 through the Policy, Planning and Research Division and the Personnel Unit of the Regional Office.
6. For your guidance and strict compliance.


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

PPRD/mfa/mta
2.4.2020



2020-02-1842

DepEdRO13-F-REC-013/R2/9-4-2019



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Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

05 December 2019

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DEPARTMENT OF EDUCATION
RECORDS DIVISION

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By: *[Signature]* Date: 02 JAN 2020

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Dear Director Bringas,

This has reference to the request for creation of thirty-eight (38) Administrative Assistant II and thirty-five (35) Administrative Assistant III positions in Implementing Unit (IU) secondary schools of Caraga Region.

The Bureau of Human Resource and Organizational Development-Organization Effectiveness Division (BHROD-OED), under the supervision of the undersigned, duly notes that, per the latest DepEd Personnel Services Itemization and Plantilla of Personnel (PSIPOP) obtained from the DBM Government Manpower Information System (GMIS) as of September 2019, the Caraga Region has the following vacancies in the requested positions:

Position Title	Unfilled
Administrative Assistant II	141
Administrative Assistant III	59
Total	200

In view of the foregoing, the Caraga Region is advised to fill up the said vacancies before any request for creation of additional positions shall be acted upon. Moreover, kindly be informed that the Bureau of Human Resource and Organizational Development (BHROD) is in the process of conducting a personnel inventory of Co-Terminus to the Incumbent (CTI) and administrative support positions, as well as a study on the organizational structure and staffing complement of DepEd-supervised elementary and secondary schools with the end view of developing more responsive organization and staffing standards and guidelines. Hence, while these preliminary processes are still being undertaken by the BHROD, your request cannot be considered at this time.

Rest assured that the BHROD-OED shall coordinate with and provide feedback to the field offices once the guidelines have been developed and the evaluation of requests for staffing augmentation has commenced.

We hope this provides you with sufficient guidance.

Very truly yours,

[Signature]
JESUS L.R. MATEO
Undersecretary

DEPARTMENT OF EDUCATION
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JAN 02 2020
BY: *[Signature]*