MEMORANDUM
DM-HROD-2021-0096

TO: **REGIONAL DIRECTORS**
                SCHOOLS DIVISION SUPERINTENDENTS
                SCHOOL HEADS
                ALL OTHERS CONCERNED

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

SUBJECT: *Clarificatory Guideline on the Filling Up of Administrative Support Items*
                for DepEd Elementary and Secondary Schools

DATE: 18 August 2021

With reference to the numerous concerns and inquiries relative to the recruitment and filling up of Administrative Support Items for Elementary and Secondary Schools, this clarificatory guideline is being issued to guide the Department of Education (DepEd) Schools Division

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With reference to the numerous concerns and inquiries relative to the recruitment and filling up of Administrative Support Items for Elementary and Secondary Schools, this clarificatory guideline is being issued to guide the Department of Education (DepEd) Schools Division Offices (SDOs) and Implementing Units (IUs) in understanding the status and procedures of **filling up of Administrative Support Plantilla Items** for DepEd Elementary and Secondary Schools tagged as Coterminous to the Incumbent (CTI) items that were affected by the Rationalization Plan implementation efforts of the Department.

As a background, DepEd wrote to DBM dated February 2019, requesting for blanket authority to fill up the identified Administrative Support Items in consideration of the following:

a. Schools which were not part of the DepEd Rationalization Plan implementation efforts but were affected by the government-wide hiring moratorium due to Executive Order 366 s. 2004;

b. A significant number of Administrative Support positions lodged in the SDO plantilla but were deployed/assigned at the various schools within the SDO were inadvertently converted to Coterminous with the Incumbent (CTI) status by the respective regional DBM;

c. Since the approval of the DepEd Rationalization Plan, it has been observed that there has been an inconsistent application in allowing/not allowing the filling up of said items by the regional DBM counterparts; and

d. Additional workforce is critically needed at the school level to provide support on administrative operations and functions of public schools.

On July 23, 2019, DBM responded favorably to DepEd's request to fill up the vacant Administrative Support Items with specific conditions:

a. Filling up of vacant positions is only allowed for the identified positions aligned with the existing 1997 DBM-DepEd Organization and Staffing Standards for DepEd Schools Divisions, Elementary and Secondary Schools:

POSITION	SG	Qty.	INDICATOR
ELEMENTARY			
Administrative Aide (ADA) III (Clerk I)	*03*	*1*	*For every school*
Security Guard I or	*03*	*1*	
Watchman I	*02*		
ADA I (Utility Worker I)	*01*	*1*	
Total No. of Items per School		*3*	

POSITION	SG	Qty.	INDICATOR
SECONDARY			
ADA IV (Clerk II)	*04*	*1*	*per 400 students*
ADA III (Driver I)	*03*	*1*	*Existence of a school motor vehicle registered under the name of the school*
Security Guard I or	*03*	*4*	*For every school; additional four (4) positions for each authorized extension campus*
Watchman I	*02*		
ADA I (Utility Worker I)	*01*	*1*	*per 400 students*
Total No. of Items per School		*7*	

b. Filling up of the identified positions shall be charged against available released Personal Services (PS) allotment of the Department; and

c. Filling up of other positions shall not be considered for those intermittent jobs that DepEd may explore for outsourcing of services.

Hence, in consideration of the said conditions by DBM, this guideline shall provide clarification and reiteration on the following allowable HR actions, especially on the following areas:

a. Placement of existing personnel holding the said items within the allowable allocation per school;

b. Transfer of excess plantilla items to other SDOs, if needed; and

c. Documentary requirements, submission process to the regional DBM counterparts, and filling up of vacant items

To ensure the uniform implementation on the Filling Up of Administrative Support Items for DepEd Elementary and Secondary Schools, the following procedures per areas of concern have been identifed:

A. Placement of existing personnel holding the said items within the allowable allocation per school

1. *Inventory of the existing plantilla items.* SDOs shall prepare an inventory of the existing plantilla items, listing all the available plantilla items based on the identified administrative support positions. The inventory shall include the item status (CTI or regular), deployment area (name of school, SDO, etc.), and filled/unfilled status. For reference, SDOs may update the inventory template used during the DepEd DPI workshops in 2019. *(See attached template).* SDOs shall also need to coordinate with the Implementing Units (IUs) within the SDO to obtain the comprehensive inventory of the identified administrative support positions.

2. *Placement of existing personnel and items in the allowed allocation.* SDOs shall maximize the existing plantilla items through optimal and equitable distribution of the available items based on the allowed allocation per school. The following actions are to be taken:

   a. SDOs and IUs shall **retain** the existing plantilla items, whether filled or unfilled, in their current school assignment, provided these are within the allowed allocation per school;

   b. As much as practicable, incumbents of the identified positions shall remain in their current school assignment;

   c. For schools that are non-implementing units (non-IUs), plantilla items are lodged in the SDO plantilla. As such, SDOs may assign the remaining plantilla items to other nearby schools within the same division;

   d. If the said items are **vacant**, SDO shall ensure that the name/s of the recipient schools where these plantilla items will be assigned are noted in the plantilla; and

   e. If said items are **filled**, items may be assigned to schools near the present assignment of the incumbents occupying the concerned items. The SDO shall also ensure that the incumbents are duly informed about the situation and process. As much as practicable, the preference of the incumbent shall be considered in the final school assignment/deployment of the plantilla items;

B. **Transfer of excess items above the allowed allocation per school.**

   1. *Existing plantilla items* that are above the allocation for a specific school may be **transferred** to other IUs or SDOs that still need additional similar items to ensure consistency with the approved allocation indicated in the staffing standards, based on the following parameters:

      a. The **transfer** action shall take place when there is a change in the organizational code where plantilla items are lodged/funded. This may happen when plantilla items are moved **between SDOs, SDO to IUs or vice versa** *(ex. SDO A to SDO B, SDO A to Juan NHS, Santos SHS to SDO B, etc.).* This is a crucial action because the plantilla assignment will determine which office the item will charge/draw out its funding requirement for the salaries and benefits of the incumbent.

      b.   If a specific plantilla item is filled and an appropriate placement for the incumbent is not found, the concerned plantilla item shall remain in the existing plantilla.

2. *Transfer of excess vacant positions from one Region to another*.

      a.   In an exceptional case where there would still be **excess vacant items** after all schools within the Regional Office (RO) have been allocated the allowable number of administrative support items, the vacant items can be transferred to other ROs with insufficient number of the identified administrative support items. The ROs shall submit a report to BHROD-OED for the List of Vacant Plantilla Items to be Transferred to other RO.

      b.   The BHROD-OED shall identify which regional office needs an additional item.

      c.   The BHROD-OED shall coordinate with DBM-RO for the transfer of the excess items to the identified regional offices for issuance of NOSCA.

C. **Documentary requirements, submission process to the regional DBM counterparts, filling up of vacant items**

1. *SDO Report Preparation.* Each SDO shall prepare and submit the following documents to their respective RO:
       a.   Report on the Inventory and Deployment Allocation per SDO;
       b.   List of Plantilla Items to be retained in the SDO/IU;
       c.   List of Plantilla items to be Transferred to other IUs/SDOs; and

2. *Report Submission to DBM.* DepEd ROs shall be responsible for submitting the regional summary report and compilation of SDO reports to the respective regional DBM counterpart for appropriate action. The Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED) shall be furnished a copy of the submitted documents for monitoring purposes.

3. *Issuance of NOSCA.* The regional DBM counterpart shall review and evaluate the submitted documents. Upon approval and release of the Notice of Staffing and Compensation Action (NOSCA), SDOs shall issue reappointment papers to the concerned personnel, indicating the change in the item status to **regular** and the employment status of the incumbent to **permanent**. SDOs and IUs shall also issue written notices to concerned personnel with changes in their deployment areas.

4. *Filling Up of Vacant Items.* SDOs and IUs may fill-up the existing vacant plantilla items identified in this memorandum, pursuant to the existing recruitment and hiring guidelines prescribed by DepEd and CSC. Filling up of the vacant CTI administrative positions is chargeable against the released Personnel Services (PS) allotment.

5. *Prohibition/Limitation.* The parameters and provisions stipulated in this memorandum **does not include the creation of new items to meet the allowed**

allocation indicated in the existing staffing standards. This shall entail a separate request to DBM based on the proposed DepEd workforce plan.

6. *Monitoring.* Within thirty days from the release of the NOSCA, SDOs shall submit the status report to their respective RO and to BHROD-OED for monitoring purposes.

For questions or further clarifications, please coordinate with the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED) through email at bhrod.oed@deped.gov.ph.
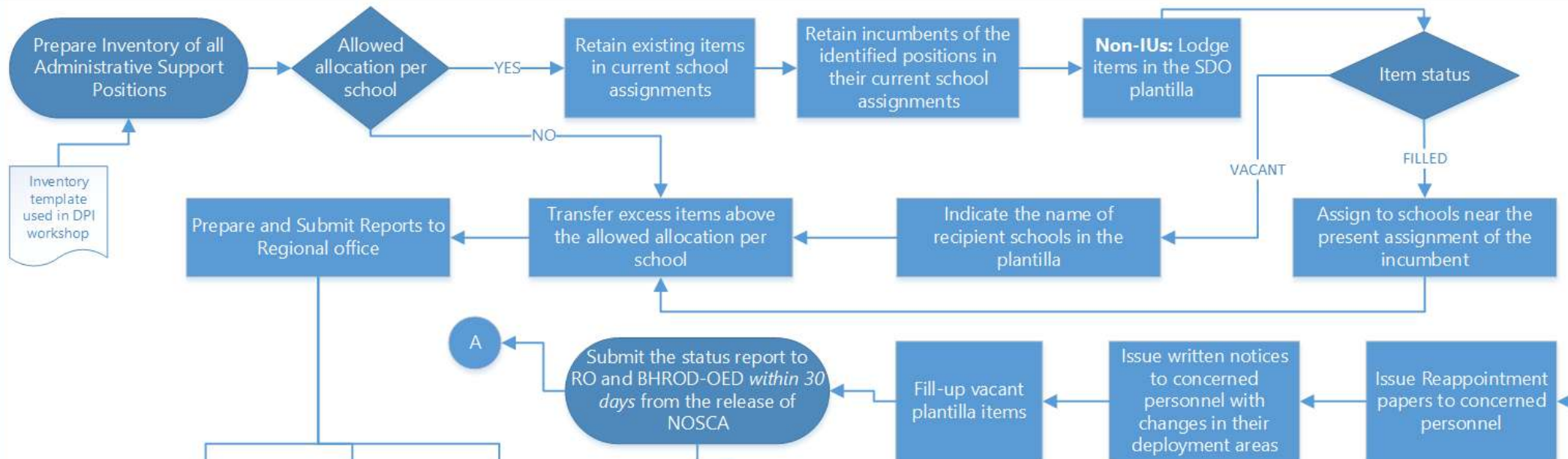
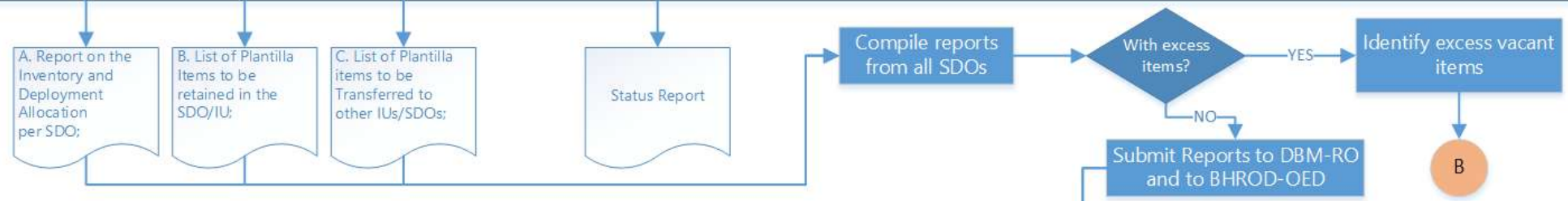Please be guided accordingly.

Thank you.

Flowchart: Placement and Filling Up of Administrative Support Items for Elem and Sec Schools
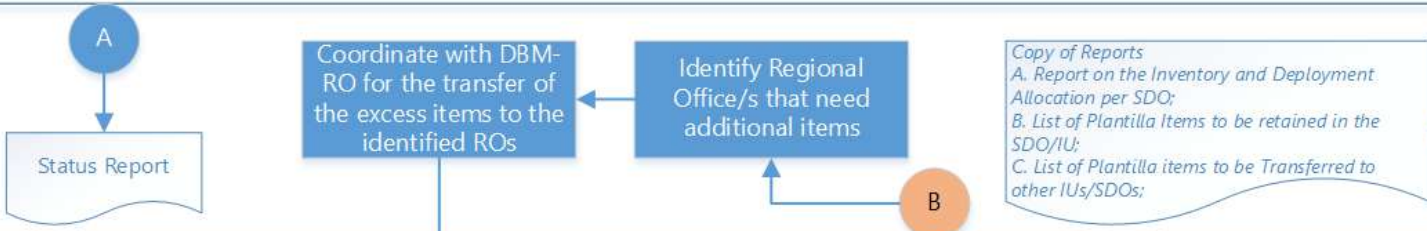
Phase

Schools Division Office (SDO)

Prepare Inventory of all Administrative Support Positions

Inventory template used in DPI workshop

Allowed allocation per school — YES → Retain existing items in current school assignments → Retain incumbents of the identified positions in their current school assignments → **Non-IUs:** Lodge items in the SDO plantilla

Item status — VACANT / FILLED

NO →

Prepare and Submit Reports to Regional office ← Transfer excess items above the allowed allocation per school ← Indicate the name of recipient schools in the plantilla ← Assign to schools near the present assignment of the incumbent (FILLED)

A ← Submit the status report to RO and BHROD-OED *within 30 days* from the release of NOSCA ← Fill-up vacant plantilla items ← Issue written notices to concerned personnel with changes in their deployment areas ← Issue Reappointment papers to concerned personnel

DepEd Regional Office (RO)

A. Report on the Inventory and Deployment Allocation per SDO;

B. List of Plantilla Items to be retained in the SDO/IU;

C. List of Plantilla items to be Transferred to other IUs/SDOs;

Status Report

Compile reports from all SDOs → With excess items? — YES → Identify excess vacant items → B

NO → Submit Reports to DBM-RO and to BHROD-OED

BHROD-OED

A → Status Report

Coordinate with DBM-RO for the transfer of the excess items to the identified ROs ← Identify Regional Office/s that need additional items ← B

Copy of Reports
A. Report on the Inventory and Deployment Allocation per SDO;
B. List of Plantilla Items to be retained in the SDO/IU;
C. List of Plantilla items to be Transferred to other IUs/SDOs;

DBM-RO

C

A. Report on the Inventory and Deployment Allocation per SDO;
B. List of Plantilla Items to be retained in the SDO/IU;
C. List of Plantilla items to be Transferred to other IUs/SDOs;

Review and Evaluate the documents → C → Release Notice of Staffing and Compensation Action (NOSCA)