



Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-HROD-2022-0494

APR 05 2022

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.

DEPARTMENT OF EDUCATION  
RECORDS SECTION REGIONAL OFFICE - CAR

APR 06 2022

BY:  TIME



Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION

April 5, 2022

To: Assistant Regional Director  
Schools Division Superintendents  
Division Human Resource Management Officers

For information, dissemination, and compliance.

  
ESTELA P. LEON-CARIÑO EDD, CESO III  
Director IV/ Regional Director



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](mailto: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.



## [DM-HROD-2022-0494] Inventory of School-Based Non-Teaching Positions Deployed in 2017, 2018, 2020 and 2021

Office of the Undersecretary for Human Resource and Organizational Development  
(OUHROD) <usec.hrod@deped.gov.ph>

Tue, Apr 5, 2022 at  
9:37 AM

To: DepEd I Ilocos Region <region1@deped.gov.ph>, DepEd II Cagayan Valley Region <region2@deped.gov.ph>, DepEd III Central Luzon <region3@deped.gov.ph>, DepEd IVA CALABARZON <region4a@deped.gov.ph>, DepEd IVB MIMAROPA <mimaropa.region@deped.gov.ph>, DepEd V Bicol Region <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, DepEd VII Central Visayas <region7@deped.gov.ph>, DepEd VIII Eastern Visayas <region8@deped.gov.ph>, DepEd IX Zamboanga Peninsula <region9@deped.gov.ph>, DepEd X Northern Mindanao <region10@deped.gov.ph>, DepEd XI Davao Region <region11@deped.gov.ph>, DepEd XII Soccsksargen <region12@deped.gov.ph>, DepEd Region XIII- CARAGA <caraga@deped.gov.ph>, DepEd Cordillera Administrative Region <car@deped.gov.ph>, DepEd NCR <ncr@deped.gov.ph>, TOLENTINO AQUINO <tolentino.aquino@deped.gov.ph>, Benjamin Paragas <benjamin.paragas@deped.gov.ph>, may eclar <may.eclar@deped.gov.ph>, FRANCIS CESAR BRINGAS <francis.bringas@deped.gov.ph>, NICOLAS CAPULONG <nicolas.capulong@deped.gov.ph>, RD Gilbert Sadsad <gilbert.sadsad@deped.gov.ph>, RD-VIII Ramir Uytico <ramir.uytico@deped.gov.ph>, SALUSTIANO JIMENEZ <salustiano.jimenez@deped.gov.ph>, EVELYN FETALVERO <evelyn.fetalvero@deped.gov.ph>, RUTH FUENTES <ruth.fuentes@deped.gov.ph>, ARTURO BAYOCOT <arturo.bayocot001@deped.gov.ph>, ALLAN FARNAZO <allan.famazo@deped.gov.ph>, CARLITO ROCAFORT <carlito.rocafort@deped.gov.ph>, Gemma Ledesma <ma.ledesma002@deped.gov.ph>, ESTELA CARINO <estela.carino@deped.gov.ph>, Willie CABRAL <wilfredo.cabral@deped.gov.ph>, amulfo.balane@deped.gov.ph  
Cc: Anne Rachel Miguel <anne.miguel@deped.gov.ph>, Jennifer Lopez <jennifer.lopez006@deped.gov.ph>, Nina Bianca Sanglay <nina.sanglay@deped.gov.ph>, "to: Bureau of Human Resource and Organizational Development Office of the Director" <bhrod.od@deped.gov.ph>, Michael Miel <michael.miel@deped.gov.ph>, "cc: Indira Mae Orbiso" <indira.orbiso@deped.gov.ph>, "to: Aiko Carongoy" <aiko.carongoy@deped.gov.ph>, Brichel Mae Lasam <brichel.lasam@deped.gov.ph>, IRRALYN ESCANDOR <irralyn.escandor@deped.gov.ph>, School Effectiveness Division <bhrod.sed@deped.gov.ph>, Jeric Francis Llanto <jeric.llanto@deped.gov.ph>, Joergette Razielle Regadio <joergette.regadio@deped.gov.ph>, Sharon Ayala <sharon.ayala@deped.gov.ph>, SONIA SOBREMISANA <sonia.sobremisana@deped.gov.ph>, Carlo Lamasan <carlo.lamasan@deped.gov.ph>, Ralph Louis Quejada <ralph.quejada@deped.gov.ph>, Dorothy Aileen Lipit <dorothy.lipit@deped.gov.ph>, Ralph Escamis <ralph.escamis@deped.gov.ph>

Dear **Regional Directors, Schools Division Superintendents and Division Human Resource Management Officers,**

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.*

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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](mailto: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.

Thank you very much and please help us in improving our service by answering our survey form: <https://forms.gle/uNadBwKJqhhFst5b7>

Sincerely,



**Office of the Undersecretary for Human Resource  
and Organizational Development (OUHROD)**  
Tel. No.: (02)8633-7206 | Telefax No.: (02) 8631-8494  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Meralco Ave., Pasig City 1600  
[www.deped.gov.ph](http://www.deped.gov.ph)


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#### 2 attachments

 **Template - Inventory.xlsx**  
13K

 **[DM-HROD-2022-0494] Inventory of School-Based Non-Teaching Positions Deployed in 2017, 2018, 2020 and 2021.pdf**  
378K