



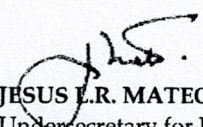
Republika ng Pilipinas  
**Department of Education**

MAR 10 2021  
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OFFICE OF THE UNDERSECRETARY  
PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-PHROD-2021-0135

TO : UNDERSECRETARIES  
ASSISTANT SECRETARIES  
REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM :   
JESUS L.R. MATEO  
Undersecretary for Planning, and Human Resource and  
Organizational Development

SUBJECT : Updates on the Proposed Creation of Positions for Regional and  
Schools Division Offices

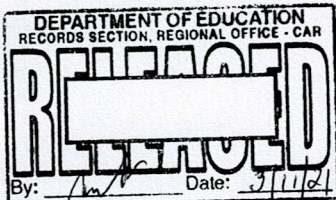
DATE : 09 March 2021


This is to inform you of the efforts being done to review the Department's structure and staffing complement in order to strengthen the Department of Education (DepEd) units that implement the programs and projects supporting our schools.

Since the implementation of the Rationalization Program, series of consultations and several activities were conducted to check the effectiveness of our structure and assess the emerging requirements of the Department. The Bureau of Human Resource and Organizational Development (BHROD) - Organization Effectiveness Division (OED), has been in constant coordination with the Department of Budget and Management (DBM) - Organization, Position Classification, and Compensation Bureau (OPCCB) for guidance on the process and documentary requirements of organizational review and staffing modifications.

However, increasing the number of DepEd's staffing complement will need an enormous amount of funding. Thus, DBM recommended the following actions for the creation of new positions across governance levels:

- a. School organizational structure and staffing standards should be reviewed since schools were not included in the Rationalization Plan due to limited budget;
- b. Priority should still be given to filling up the vacant items of the Department;




  
Republika ng Pilipinas  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION

March 11, 2021

To : The Schools Division Superintendents  
All Divisions

For information and guidance.

FOR THE REGIONAL DIRECTOR:  
  
EDGARDO T. ALOS  
Chief Administrative Officer

Idaho ET 1.1.11 group



Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

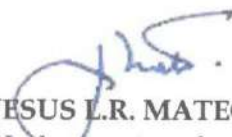
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However, increasing the number of DepEd's staffing complement will need an enormous amount of funding. Thus, DBM recommended the following actions for the creation of new positions across governance levels:

- a. School organizational structure and staffing standards should be reviewed since schools were not included in the Rationalization Plan due to limited budget;
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- c. Adherence to government-wide staffing standards specifically on the Organization and Staffing Standards and Guidelines (OSSG) and the Manual on Position Classification and Compensation; and
- d. Determine other sources of funds to support the financial requirements of the proposed new items such as:
  - i. Scrap & Build Scheme using the vacant Co-Terminus to the Incumbent (CTI) items;
  - ii. Prioritization of requests to be charged against the DepEd share/appropriation in the government-wide Miscellaneous Personnel Benefit Fund (MPBF) for FY 2021 and succeeding years' creation of new items

Some of the parameters considered in coming up with the various proposals have been as follows:

- a. Secretary's directives;
- b. Consistency and equity in the staffing composition of offices based on the approved rationalized staffing pattern (RSP);
- c. Prioritize offices with incomplete staffing complement due to the limitations set in the rationalization program e.g. small schools division offices
- d. Initial results of the teacher workload study; and
- e. Critical functions being performed as ad-hoc tasks by existing offices

In view of the above parameters and recommendations, we have submitted to DBM last May 2020 our request for creation of the following plantilla positions using the Personnel Services cost of the vacant Co-Terminus to the Incumbent (CTI) items across governance levels:

Function / Governance Level	Proposed Items for Creation
<b>40 Small-sized Schools Division Offices</b>	
<b>Schools Division Office (SDO)</b>	<ul style="list-style-type: none"> <li>• Creation of the following positions for forty (40) small-sized SDOs:               <ul style="list-style-type: none"> <li>↳ 40 Attorney III</li> <li>↳ 40 Education Program Supervisor (SGOD)</li> <li>↳ 40 Engineer III</li> <li>↳ 40 Project Development Officer II (DRRM)</li> <li>↳ 40 Administrative Officer IV (Property)</li> <li>↳ 40 Administrative Officer IV (Records)</li> </ul> </li> </ul>
<b>Legal Service</b>	
<b>Regional Office (RO)</b>	<ul style="list-style-type: none"> <li>• Creation of Legal Affairs Division headed by an Attorney V and transfer of the following existing staff from Legal Unit:               <ul style="list-style-type: none"> <li>↳ 1 Attorney IV</li> <li>↳ 1 Special Investigator III</li> <li>↳ 1 Legal Assistant II</li> <li>↳ 1 Administrative Assistant I</li> </ul> </li> </ul>
<b>Procurement Service</b>	
<b>Regional Office</b>	<ul style="list-style-type: none"> <li>• Creation of a Procurement Section under the Administrative Division with the following items:               <ul style="list-style-type: none"> <li>↳ 1 Administrative Officer V</li> <li>↳ 1 Administrative Officer IV</li> <li>↳ 1 Administrative Aide VI</li> </ul> </li> </ul>

Function / Governance Level	Proposed Items for Creation
Schools Division Office	<ul style="list-style-type: none"> <li>Creation of Administrative Officer IV for four (4) Very Large SDOs only</li> </ul>
<b>Disaster Risk Reduction Management</b>	
Regional Office	<ul style="list-style-type: none"> <li>Creation of DRRM Unit under the Office of the Regional Director for each RO, with <ul style="list-style-type: none"> <li>↳ 1 Project Development Officer III as Unit Head</li> </ul> </li> </ul>
<b>Education Facilities</b>	
Regional Office	<ul style="list-style-type: none"> <li>Creation of additional one (1) Engineer II for each Regional Offices</li> </ul>
<b>Planning</b>	
Schools Division Office	<ul style="list-style-type: none"> <li>Creation of 1 Project Development Officer II for SDO-SGOD (Planning and Research Unit) for each SDO</li> </ul>

This office submitted to DBM the list of DepEd-wide vacant CTI items to be abolished for the above purpose. However, the budget was further trimmed down because there are reports from DBM that some field offices filled up these items that will be used for the request. As stated under **Item A.2.c, Sec. V of Deped Order No. 53, s. 2013**, Implementing Guidelines for the DepEd Rationalization Plan, *“CTI status positions shall be abolished upon vacancy due to appointment to another position, retirement, separation or transfer to another agency, at which time the funds corresponding to the vacant positions shall revert to the General Fund.”* Hence, we would also like to remind **all ROs and SDOs to refrain from filling-up any vacant CTI items.**

As to the SDO size reclassification, please note that this shall be determined based on the approval of the revised school and organizational staffing standards. Based on the standards used in the Rationalization Program, all field offices were affected due to the increase in number of learners and teachers when K to 12 was implemented. If the same criteria and number of positions per size category will be used, it will require the creation of 7,729 positions for 59 SDOs and funding requirements amounting to more than Php 2 Billion. DepEd shall continue to request for critical positions to support operations in multiyear basis scheme. SDOs no longer need to submit a request or a proposal for a size reclassification since requests will be submitted agency-wide subject to the approval of DBM.

For clarifications, your office may contact the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHRD-OED) through email address **bhrod.oed@deped.gov.ph**.

For your information and guidance.

BHRD-OED/Tiamson