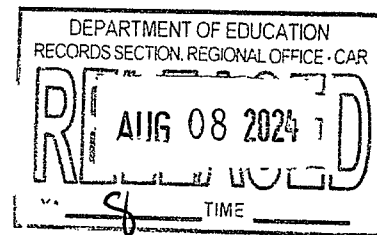




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



08 Aug 2024

REGIONAL MEMORANDUM
No. **527.2024**

**COMPLIANCE WITH THE FILLING-UP OF VACANT
DEPED AUTHORIZED POSITIONS**

To: Schools Division Superintendents
Schools Division Office Administrative Officers
All others concerned

1. Schools Division Offices are advised to comply with DepEd Memorandum No. 42 series 2024, "FILLING-UP OF VACANT DEPED-AUTHORIZED POSITIONS IN ALL OFFICES"
2. The catch-up plan for the filling-up of vacant positions enumerated in the OM-OUHROD-2024-1422, "FILLING-UP OF UNFILLED DEPED AUTHORIZED POSITIONS IN DEPED FIELD OFFICES", should be uploaded to bit.ly/HiringCatchUpPlan on or before August 9, 2024.
3. For information and compliance.

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

For the Regional Director:


RONALD B. CASTILLO CESO V
Director III/Assistant Regional Director

References:
DM 42, s.2024
OM-OUHROD-2024-1422

ASD/PS/sgc
Regional Memorandum/FillingUp/08082024



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DepEd Tayo Cordillera



<https://depedcar.ph>



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Republic of the Philippines
Department of Education

AUG 05 2024

DepEd MEMORANDUM
No. **042**, s. 2024

**FILLING-UP OF VACANT DEPED-AUTHORIZED
POSITIONS IN ALL OFFICES**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd) is committed to ensuring that all governance levels have the required manpower complement to ensure the effective and efficient delivery of basic education services.
2. Based on the Department of Budget and Management-Government Manpower Information System (DBM-GMIS) as of May 2024, DepEd has 46,703 vacant positions out of 1,030,897 total authorized positions, which can be attributed to several reasons based on gathered reports. The remaining vacant items pose a challenge to the operations of offices and to the absorptive capacity of DepEd. Further, these challenges affect the approval of subsequent proposals for the creation of items from the DBM.
3. The **Bureau and Service Directors** in the Central Office, **Regional Directors** (RDs), and **Schools Division Superintendents** (SDSs) are instructed to exhaust all measures to expedite the hiring and filling-up of all vacant DepEd-authorized positions, including the newly created teaching and school-based non-teaching positions for Fiscal Year (FY) 2024.
4. The enabling mechanisms for the expeditious filling-up of items are captured in the following policy guidelines:
 - a. Civil Service Commission Resolution No. 1800582 dated June 13, 2018, which grants DepEd exemptions to Sections 30 and 96 of the Omnibus Rules on Appointments and Other Human Resource Actions;
 - b. Part V (D), Item 57 of DepEd Order No. 019, s. 2022 (The Department of Education Merit Selection Plan), on the validity of Registry of Qualified Applicants (RQA); and
 - c. Sections 82, 90, and 91 of DepEd Order No. 019, s. 2022 (The Department of Education Merit Selection Plan), which allows the creation of sub-committees that shall serve as an assistorial body to the Human Resource Merit Promotion and Selection Board, among others.
5. To strictly monitor the filling-up process, all field offices must accomplish a catch-up plan, which can be downloaded through this link: bit.ly/UnfilledCatchUpPlan. The

completed catch up plan must be submitted to the Bureau of Human Resource and Organizational Development-Personnel Division (BHROD-PD) **on or before August 9, 2024**, through this link: **bit.ly/HiringCatchUpPlan**. The catch-up plan for Central Office vacant items shall be prepared by the BHROD-PD.

6. All Offices are also instructed to ensure accurate data reports on filled and unfilled items through the timely updating of the Personal Services Itemization and Plantilla of Personnel and DBM-GMIS database. Other monitoring tools, such as the Program Management Information System, Quick Count for FY 2024 items, and the Deployment Monitoring Tool for school-based nonteaching items, shall likewise be updated.

7. For more information, all concerned may contact the **Bureau of Human Resource and Organizational Development-Personnel Division** through email at bhrod.pd@deped.gov.ph.

8. Immediate dissemination of this Memorandum is desired.




SONNY ANGARA
Secretary

Encl.:

As stated

Reference:

DepEd Order (No. 019, s. 2022)

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT
EMPLOYEES
EMPLOYMENT
HIRING
OFFICIALS
POSITIONS
RECRUITMENT
SELECTION
TEACHERS



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

OM-OUHROD-2024-1422

**TO : Regional Directors
Schools Division Superintendents**

**FROM : *[Signature]*
Atty. REYSEE A. ESCOBEDO
Undersecretary for Operations**

[Signature]
WILFREDO H. CABRAL
Regional Director,
Officer-in-Charge, Office of the Undersecretary for
Human Resource and Organizational Development

**SUBJECT : FILLING-UP OF UNFILLED DEPED AUTHORIZED POSITIONS
IN DEPED FIELD OFFICES**

DATE : 26 July 2024

In line with the Department's endeavor to improve the filling-up of DepEd authorized items, this is to provide the data on unfilled items per region and schools division office based on the Department of Budget and Management-Government Manpower Information System (DBM-GMIS) as of 24 May 2024. Attached as Annex A is the abovementioned list disaggregated per region.

In this regard, the Regional Directors and Schools Division Superintendents are requested to **prioritize the expeditious hiring and filling-up of the reported unfilled items** within your jurisdiction except those identified as Coterminous to the Incumbent (CTI) items in regional and schools division offices, while Administrative Support Plantilla Items for DepEd Elementary and Secondary Schools tagged as CTI that were affected by the Rationalization Plan may be filled-up as provided in Memorandum DM-HROD-2021-0096 dated 18 August 2021 or the *Clarificatory Guideline on the Filling Up of Administrative Support Items for DepEd Elementary and Secondary Schools*.

Lastly, to ensure accurate data reports on filled and unfilled items, we would like to enjoin all DepEd field offices to comply with the timely updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP) and update the POP portion on a monthly basis and upload the same to the DBM-GMIS database every last week of the month.

For compliance.



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Department of Education

List of Unfilled Authorized Items In DepEd - Cordillera Administrative Region (CAR)

Based on the DBM-GMIS as of 24 May 2024

Position	Regional Office Proper	Division of Abra	Division of Apayao	Division of Baguio City	Division of Benguet	Division of Ifugao	Division of Kalinga	Division of Mt. Province	Division of Tabuk City	Grand Total
Teaching		29	24	22	77	35	21	57	7	272
Instructor II							1			1
Master Teacher I					8		1	3		12
Master Teacher II		1		3	4	2	2	4		16
Special Education Teacher I			1	1				1		3
Special Education Teacher II				2				1		3
Special Science Teacher I					4			2		6
Teacher I		7	13	9	25	19	4	17		94
Teacher II		13	5	2	8	5	3	14	4	54
Teacher III		8	5	5	28	9	10	15	3	83
Teaching-Related	1	17	15	12	29	23	9	20	6	132
Chief Education Supervisor						1				1
Education Program Specialist II								2		2
Education Program Supervisor			1			1				2
Guidance Coordinator III		1								1
Guidance Counselor I		2	2		3	2	1		1	11
Guidance Counselor II		8	3	5	10	5	3	5	5	44
Guidance Counselor III		1		1	2	1	1	3		9
Head Teacher I			3	1	2	2	1	5		14
Head Teacher II		1	1	1						3
Head Teacher III			2	2	3	4	1	3		15
Head Teacher V					1					1
Public Schools District Supervisor					1	1	1			3
School Librarian III			1							1
School Principal I		4	2	1	5	6		1		19
School Principal II					2		1	1		4
School Principal III				1						1
Senior Education Program Specialist	1									1
Non-Teaching	4	39	27	11	49	58	21	25	5	239
Accountant I -	1								1	2
Administrative Aide I		1				2	22	4	2	31
Administrative Aide III	1	3	1				2	1		8
Administrative Aide IV		2		2			1			5
Administrative Aide VI					2	1	1	1	2	7
Administrative Assistant I	1						1	1		3
Administrative Assistant II		7	8	4	21	13	1	9		63
Administrative Assistant III		8	10	2	10	8	3	7		48
Administrative Officer I		1	1			1				3
Administrative Officer II		1	1		6			1	1	10
Administrative Officer IV			1							1
Administrative Officer V					1					1
Agriculturist I		4								4
Assistant Schools Division Superintendent			1		1				1	3
Attorney III			1							1
Dental Aide					2		2			4
Dentist II								1		1
Farm Worker I		7			1		2	1		11
Librarian I		1	1							2
Light Equipment Operator							1			1
Nurse I		2		1						3
Nurse II		1	1		1		1			4
Project Development Officer I					1					1
Project Development Officer II						1				1
Registrar I						1				1
Schools Division Superintendent						1				1
Security Guard I			1	2	1	8	1	1		14
Supervising Administrative Officer	1									1
Telegram Carrier		1								1
Vocational School Administrator I							1			1

Vocational School Administrator II								1		1
Watchman I							1			1
Grand Total	5	85	66	45	155	116	51	102	18	643