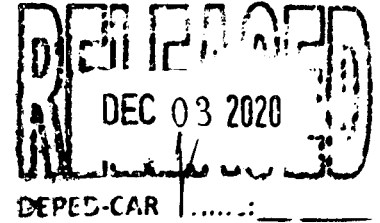




Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION



December 01, 2020

**REGIONAL MEMORANDUM**

No. 385.2020

**REQUEST FOR AUTHORITY TO FILL VACANT TEACHING POSITIONS**

To: Schools Division Superintendents  
School Principals/Heads of Public Elementary and Secondary Schools  
All concerned

1. To help address the imbalances of teaching staff resulting from the excess/shortage of teachers in the elementary and secondary public schools with reference to the increase or decrease in enrolment and limited newly created teaching positions, the Teacher Need Analysis (TNA) is seen to ensure proper deployment to address such need.
2. Relative to the adoptive measures in filling-up vacant teaching positions per DepEd Order No. 50, s. 2003 stating that "Regional Director shall only issue authority to fill-up vacancies for public schools where such vacancy/ies exist under HOT colored schools as well as the Regional Memorandum No, 133s, 2003 of which these policies have not yet been rescinded.
3. This Office would like to enjoin all Schools Division Offices to adopt and utilize the attached template for the request of authority to fill vacant teaching positions for monitoring purposes.
4. For immediate dissemination and compliance.

  
**ESTELA L. CARIÑO EdD, CESO IV**  
Regional Director 

PPRD/EET/jbk



Address: Wangal, La Trinidad, Benguet  
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Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region

Date: \_\_\_\_\_

**THE REGIONAL DIRECTOR**  
 DepEd-CAR  
 Wangal, La Trinidad, Benguet

**Madam:**

Greetings!

In compliance with DepEd Order No. 50, s. 2003 entitled "Adoptive Measures in Filling-Up Vacant Teaching Positions," authority is hereby requested to fill the following position/s:

**AUTHORITY TO FILL**

ITEM NO.	POSITION TITLE	NAME OF INCUMBENT	STATUS OF INCUMBENT	STATION: School/District	PROPOSED TRANSFER/REDEPLOYMENT	TEACHER			REMARKS
						Required	Inventory	Needs/Excess	

Thank you.

Very truly yours,

Reviewed by:

\_\_\_\_\_  
 Schools Division Superintendent (SDS)

\_\_\_\_\_  
 Policy, Planning & Research Division (PPRD)

\_\_\_\_\_  
 Administrative Division (AD)

APPROVED:

**ESTELA L. CARIÑO EdD, CESO IV**  
 Director IV/Regional Director



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