



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



11 September 2025

REGIONAL MEMORANDUM

No. ~~670~~ - 2025

**DISSEMINATION OF MEMORANDUM "APPROVAL OF THE CREATION OF NEW
LEGAL AND PROCUREMENT POSITIONS FOR SCHOOLS DIVISION OFFICES"**

To: Assistant Regional Director
Schools Division Superintendents
All Divisions
All Others Concerned

1. This Regional Memorandum is issued to disseminate the memorandum from the Office of the Secretary of the Department of Education regarding the **approval of the creation of new legal and procurement positions** for Schools Division Offices (SDOs).
2. In accordance with the attached memorandum, the creation of these positions aims to augment the staffing complement of SDOs, particularly in the areas of legal services and procurement activities. This move responds to the increasing demand for such services and the growing workload. A total of 24 positions will be distributed among the various Schools Division Offices in the Cordillera Administrative Region.
3. Funding for the newly created positions will be provided through the **scrap-and-build** process. To facilitate the smooth issuance of the Notice of Organization, Staffing, and Compensation Action (NOSCA) by the Department of Budget and Management (DBM), all Schools Division Superintendents are directed to ensure their respective **Human Resource Management Officers (HRMOs)** verify the status of these CTI positions, **whether filled or unfilled**, using the form provided by the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHRD-OED).
4. For information, guidance and compliance.

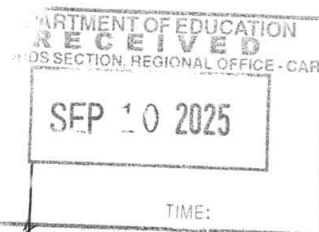

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/ Regional Director

ASD/PS/msc




Republika ng Pilipinas
Department of Education
OFFICE OF THE SECRETARY



MEMORANDUM

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
SONNY ANGARA
Secretary



SUBJECT : APPROVAL OF THE CREATION OF NEW LEGAL AND
PROCUREMENT POSITIONS FOR SCHOOLS DIVISION
OFFICES

DATE : 28 August 2025

This is to inform all field offices concerned that the Department of Budget and Management (DBM) has approved the creation of **SIX HUNDRED SIXTY-SIX (666) new Plantilla positions** under the Legal and Procurement Units in the Schools Division Offices (SDOs).

Office/Unit Assignment	No. of Items	Position Title/Salary Grade
SDO Legal Unit		
Small SDOs	47	Attorney III, SG 21
Medium and Small SDOs	187	Legal Assistant I, SG 10
SDO Procurement Unit		
Large, Medium, & Small SDOs	214	Administrative Officer IV, SG 15
All SDOs	218	Administrative Officer II, SG 11

The creation of these items is made upon the request of the Department of Education (DepEd) to augment the staffing complement of SDOs, particularly those handling legal services and procurement activities, addressing the increasing demands for such services as well as additional workload.

These additional positions shall be funded through the scrap-and-build process, where 1,011 vacant positions that were tagged as *Co-terminus with the Incumbent (CTI)* shall be abolished to create the new items.

Attached for your reference is a copy of the official communication from DBM dated 01 August 2025, containing the detailed list of newly created positions enclosed as *Annex A* and the list of CTI positions for abolition enclosed as *Annex B*.

In light of the foregoing, Regional Directors and Schools Division Superintendents are hereby directed to ensure that your respective Human Resource Management Officers (HRMOs) are able to verify the status of these CTI positions, whether *filled* or *unfilled*, through the form provided by the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED). This shall facilitate the immediate issuance of the Notice of Organization, Staffing, and Compensation Action (NOSCA) for the new positions by the DBM.

DEPLOYMENT PROCEDURES

To effectively facilitate the filling-up of these new Plantilla positions and to ensure that the lump sum appropriated for this purpose is fully utilized within the indicated fiscal year, this Office directs the strict observance of the following procedures:

1. Consistent with the DBM's existing procedures on the creation of positions for DepEd, the DBM Regional Offices (ROs) shall issue the corresponding NOSCA directly to the concerned DepEd SDOs.
2. The SDOs may commence with the publication and posting of vacancies, assessment, and selection of qualified applicants as soon as the NOSCA's have been issued. The qualification requirements for the positions shall be in accordance with the Civil Service Commission (CSC)-approved Qualification Standards (QS) for the position. All are directed to strictly adhere to **DepEd Order 007, s. 2023** titled "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*" in the assessment and selection of qualified applicants.
3. The key functions of the newly created positions shall be in accordance with the attached Job Descriptions (*see Annex C*).
4. Once filled up, SDOs are advised to update their respective Personal Services Itemization and Plantilla of Personnel (PSIPOP).

LIST OF ANNEXES

- a. *Annex A: List of Newly Created Positions under Legal and Procurement Units*
- b. *Annex B: List of CTI Positions for Abolition*
- c. *Annex C: Job Description of the Newly Created Positions*

For further questions and/or clarifications, please contact Mr. Jeric Francis C. Llanto of BHROD-OED through email at bhrod.oed@deped.gov.ph or landline at (02) 8633-5375.

Please be guided accordingly.

ANNEX A

LIST OF NEWLY CREATED POSITIONS UNDER LEGAL AND PROCUREMENT UNITS

In line with the Department of Budget and Management (DBM) approval of 666 new Plantilla positions under the Legal and Procurement Units in the Schools Division Offices (SDOs), below is a summary of the number of positions allocated per Department of Education (DepEd) Regional Office (RO) and per Schools Division Office within each RO:

Summary per Regional Office	
Region	No. of Positions
Region I	46
Region II	29
Region III	65
Region IV-A	67
Region IV-B	20
Region V	36
Region VI	64
Region VII	64
Region VIII	41
Region IX	23
Region X	45
Region XI	33
Region XII	24
Cordillera Administrative Region	24
CARAGA	39
National Capital Region	46
TOTAL	666