



DEPARTMENT OF EDUCATION

OFFICE OF THE ASSISTANT SECRETARY FOR GOVERNANCE AND OPERATIONS

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To: SDBs

For your appropriate action, please. Thank - God bless!

MEMORANDUM

FOR : DEPED REGIONAL DIRECTORS CONCERNED SCHOOLS DIVISION SUPERINTENDENTS

FROM : JESUS LR. MATEO Assistant Secretary for Governance and Operation

SUBJECT : ALLOCATION OF TEACHING-RELATED AND NON-TEACHING POSITIONS FOR SENIOR HIGH SCHOOL (SHS) FOR SY 2016-2017

DATE : April 22, 2016

This is to inform you that TEN THOUSAND SIX HUNDRED THIRTY-TWO (10, 632) new Teaching-Related and Non-Teaching positions for Senior High School (SHS) have been requested from the Department of Budget and Management (DBM). Attached is the allocation of positions by division, for your ready reference.

Kindly note that the Department used the result of the Early Registration for Senior High School as well as the typologies of the division in determining the allocation per division. The table below shows the standards used, for your ready reference.

Table with 10 columns: Position Title, Salary Grade, and Standards for Integrated Senior High School (Small, Medium, Large, Very Large) and Stand-alone Schools (Small, Medium, Large, Very Large). Rows include Principal II, Asst. Principal II, Nurse II, Administrative Officer II, Registrar, Project Development Officer I, and Admin Asst. II.

- 1/ early enrolment report conducted by the Department in Oct-Nov 2015
2/ 2015 Grade 10 enrolment data
3/ based on the typology of the division
4/ 440 and below enrollees

- 5/ 441-840 enrollees
6/ 841-1,240 enrollees
7/ 1,241 and above enrollees

Please be informed that the Department requested DBM that the creation of the items be division-specific instead of school-specific to give the schools division offices flexibility in placement and movement of an incumbent from one school to another, if



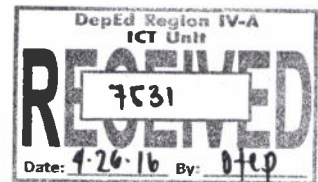
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deemed necessary. Likewise, the incumbent may be assigned to handle a cluster of schools especially if the enrolment of the school is no longer within the above-mentioned standards.

To expedite the filling-up of the positions while waiting for the issuance of NOSCAs, all Schools Division Offices are hereby instructed to commence the evaluation of the documents submitted by the applicants and strictly comply to the guidelines set forth in DepED Order No. 19 s. 2016 and DepED Order Nos. 42 and 66 s. 2007. The appointment of the qualified applicants shall be made after the election ban.

For your information and immediate compliance.



PROPOSED ALLOCATION TEACHING-RELATED AND NON TEACHING POSITIONS
 FOR SENIOR HIGH SCHOOL
 School Year (SY) 2016-2017

Region/Division	Principal II	Assistant Principal II	Administrative Officer II	Nurse II	Registrar I	Project Development Officer I	Administrative Assistant II	TOTAL
	SG 20	SG 19	SG 15	SG 15	SG 11	SG 11	SG 8	
Region IV-A	93	157	138	35	138	38	548	1,147
Antipolo City	1	5	4	2	4	2	20	38
Bacoor City	5	2	1	-	1	1	7	17
Batangas	28	46	31	7	31	3	72	218
Batangas City	2	2	2	1	2	2	13	24
Calamba City	1	6	6	1	6	2	14	36
Cavite	8	18	15	4	15	3	52	115
Cavite City	1	3	2	-	2	1	4	13
Dasmariñas City	3	8	4	1	4	2	14	36
Imus City	4	-	1	-	1	1	4	11
Laguna	25	19	18	5	18	3	82	170
Lipa City	1	6	3	1	3	2	11	27
Lucena City	-	-	1	-	1	2	6	10
Quezon	-	18	24	8	24	4	177	255
Rizal	10	22	20	5	20	3	55	135
San Pablo City	1	-	2	-	2	2	4	11
Sta. Rosa City	2	-	1	-	1	2	7	13
Tanauan City	-	-	2	-	2	2	4	10
Tayabas City	1	2	1	-	1	1	2	8

Prepared by:

Planning and Programming Div.
 Planning Service
 as of 4/26/2016

Noted by:

ROGER B. MASAPOI
 Director IV
 Planning Service

Approved by:

ROSE L. SANTOS
 Assistant Secretary