



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL

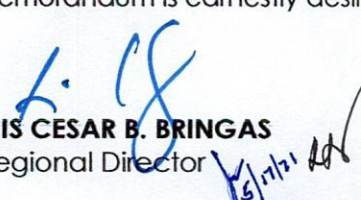


Regional Memorandum

SUBMISSION OF DEPLOYMENT REPORT ON THE NEWLY CREATED TEACHING POSITIONS FOR KINDERGARTEN/ELEMENTARY AND SENIOR HIGH SCHOOL FOR SCHOOL YEAR (SY) 2021-2022

To **Schools Division Superintendents**
All others concerned

1. Pursuant to DepEd Memorandum **DM-PHROD-2021-0286** on the **Advance Information on the Allocation and Appointment of New Teaching Positions for Kindergarten to Grade 12 for School Year (SY) 2021-2020**, all schools division offices through their School Governance and Operations Division (SGOD) are instructed to prepare and submit their deployment reports following the prescribed process.
2. To facilitate the submission of these reports, the region through the Policy, Planning and Research Division (PPRD) will be deploying an online reporting facility to simultaneously consolidate and validate the distribution vis-à-vis the approved allocation per division, legislative district, level of education and type of program.
3. The online reporting facility will be shared to all Division Planning Offices via email. Likewise, bases on the prioritization of schools as stipulated in the attached memorandum (**Annex A**) are hereby reiterated.
4. Validated and finalized deployment reports shall be submitted to pprd.calabarzon@deped.gov.ph in pdf format (duly signed) **on or before August 15, 2021**.
5. For queries and clarifications, please contact Mr. Adrian A. Bullo at adrian.bullo@deped.gov.ph.
6. Immediate and wide dissemination of this Memorandum is earnestly desired.


FRANCIS CESAR B. BRINGAS
Regional Director

pprd/ab



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry : <https://r4a-teadoc.com/inquire>



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

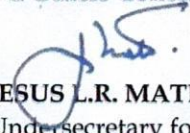
PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-PHROD- 2021-0286

TO : **Regional Directors**
Schools Division Superintendents

ATTN : **Chief, Policy, Planning, and Research Division**
Chief, School Governance and Operations Division
Administrative Officers
All Others Concerned

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

SUBJECT : **Advance Information on the Allocation and Appointment of New
Teaching Positions for Kindergarten to Grade 12 for School Year
(SY) 2021-2022**

DATE : April 13, 2021

This is to inform all concerned field offices that **NINE THOUSAND SEVEN HUNDRED SEVEN (9,707)** new teaching positions for Kindergarten to Grade 12 have been allocated for SY 2021-2022. The creation of these items has been requested from the Department of Budget and Management (DBM) by the DepEd Central Office (CO). The following considerations were taken into account in the distribution of the said items:

- a. Newly established/integrated schools that do not have nationally-funded teachers/schools and with acute shortage of teachers were given priority; and
- b. Beneficiaries of national programs were given allocation pursuant to the committed hiring arrangements with other government agencies under Republic Act (RA) No. 10612 and RA No. 7687 otherwise known as the Science and Technology Scholarship Acts, and "Sa Pinas Ikaw and Ma'am/Sir" (SPIMS) Employment Program.

To effectively facilitate the filling-up of the 9,707 positions and to ensure that the lump sum appropriated for this purpose will be fully utilized within the fiscal year, the following processes shall be undertaken:

- The DepEd CO – Planning Service (PS) shall provide the electronic copies of the deployment report by legislative district for Kindergarten/Elementary, by division for SHS, and by school for Junior High School (JHS) to the Regional Offices (ROs).
- The RO – Policy, Planning and Research Division (PPRD) shall immediately forward the said deployment report to the concerned Schools Division Offices (SDO), attention to the SDO – School Governance and Operations Division (SDO – SGOD) and SDO Administrative Office with corresponding instructions based on this memorandum, particularly on the filling-up of items allocated for DOST RA No. 10612 and RA No. 7687 scholars and SPIMS employment program beneficiaries.
- The SDO Administrative Officer or the Administrative Office in coordination with the Office of the Assistant Schools Division Superintendent (OASDS) or the Assistant Schools Division Superintendent (ASDS) shall commence with the recruitment and selection process based on the existing hiring guidelines to ensure the immediate filling-up of the newly-created positions, **effective August 1, 2021**.
- Using the SY 2020-2021 LIS/EBEIS enrollment data and the latest inventory of plantilla positions including the items created in FY 2020 for Kindergarten/Elementary schools and Senior High School (SHS), the Division Planning Officer shall prepare the deployment report by school based on the attached allocation by legislative district/division. The following planning parameters shall be used in the computation of the requirements:

Level/Class	Standards	Remarks
Kindergarten	25 learners per class, maximum of 30 learners per session	1 teacher for 2 sessions
Multigrade Classes (MG)	maximum of 25 learners consisting of 2 consecutive grade levels (Grades 1&2, Grades 3&4, and Grades 5&6)	1 teacher per class consisting of 2 consecutive grade levels or 3 teachers for every MG schools
Grades 1-2	30 learners per class, maximum of 35 learners	1 teacher per class
Grade 3	30 learners per class, maximum of 35 learners	1 teacher per class
Grade 4	40 learners per class, maximum of 45 learners	1 teacher per class
Grade 5-10	40 learners per class, maximum of 45 learners	5 teachers for every 3 classes or 5:3 as specialization factor
Grades 11-12	Maximum of 40 learners per class	9 teachers for every 6 classes (9:6) as specialization factor

- Prioritization in the deployment of the items for Kinder/Elementary and SHS shall be based on the following:
 - a) Newly established and integrated schools without existing nationally-funded teachers (i.e. schools with existing School ID number and have legal basis on its creation or establishment);
 - b) schools with the highest Pupil/Student Teacher Ratio (P/STR);
 - c) schools with an acute shortage of teachers;
 - d) schools in far flung areas with teacher shortage; and
 - e) multi-grade schools with less than three (3) teachers that covers Grades 1 to 6.

- Based on the above-mentioned prioritization of the items, the concerned offices in the CO and SDO are advised to prepare the deployment report for the following groups:

Items provided	Kinder/Elem	JHS	SHS
SPIMS	PS-PPD	PS-PPD	--
DOST-Scholars under RA 7687	--	PS-PPD	--
DOST Scholars under RA10612	--	--	SDO-SGOD
Regular items (based on shortage)	SDO-SGOD	PS-PPD	SDO-SGOD

Note: Please refer to the "Distribution of the Items by Program/Level of Education" of the attached Deployment Report.

- The deployment report file is composed of nine (9) sheets as follows:
 - a) summary sheets (distribution of the items by SDO and legislative districts);
 - b) deployment report by school for JHS;
 - c) list of SPIMS beneficiaries for kinder/elementary and JHS (see **column J-N** for their school assignments);
 - d) list DOST scholar beneficiaries under RA No. 7687 (see **column K-M** for their school assignments);
 - e) list DOST scholar beneficiaries under RA No. 10612; and
 - f) various templates to be utilized by the SDO-SGOD and RO-PPRD for the actual deployment report to be submitted to PS-PPD.

- Since the creation of the items for JHS is school specific, deviation from the list of schools prepared by PS-PPD shall not be allowed, i.e., the school indicated in the NOSCA by the DBM-RO shall remain "as is". EXCEPT, for the main/mother school whose annex is in need of additional items. The school head is then instructed to share its allocation to the said annex school.

- To address some of the issues raised in the deployment of the items and equitably distribute the newly created teaching positions, adjustments were made in the deployment of beneficiaries under special hiring arrangements for SY 2021-2022:
 - For the items allocated for SPIMS beneficiaries in kinder/elementary levels, SDOs are now authorized to deviate from the prescribed deployment report and

redeploy the beneficiaries to an elementary school with acute shortage of teachers; provided that a teacher needs analysis is conducted by the SDO based on the most recent enrolment data of schools. Provided further, that the beneficiary's new school assignment is within or in a nearby municipality where their residence is located. It should be ensured that the beneficiaries who will be redeployed shall be given a school assignment first before the items supposedly allocated for them are filled-up with other qualified applicants. It should be noted further that redeployment of identified beneficiaries for reasons that are not supported by the teacher needs analysis, e.g., replacing the beneficiary in favor of other appointees or transferees, shall not be allowed.

- For JHS, if there are mismatch in the specialization of the beneficiary vis-à-vis subject specialization requirement of the JHS, SDOs are now authorized to redeploy the SPIMS beneficiaries or scholar graduate beneficiaries under RA No. 7687 to other junior high schools with vacant Teacher I positions where their subject specialization is needed, provided, that the beneficiary will be deployed within or in a nearby municipality where they resides. The newly created item originally allocated to the beneficiaries who may be redeployed to other schools may be filled by an eligible applicant with relevant subject specialization needed by the school, provided that the beneficiaries who will be redeployed shall be given a school assignment first before the items supposedly allocated for them are filled-up with other qualified applicants. It should be noted further that redeployment of identified beneficiaries for reasons that are not supported by the teacher needs analysis, e.g., replacing the beneficiary in favor of other appointees or transferees, shall not be allowed.
- Deployment report for SHS shall be prepared by SDO-SGOD. Please note that all Special Science Teacher (SST) I positions (SG-13) are allocated for RA No. 10612 scholars only. In the preparation of the deployment report and pursuant to the provisions of RA No. 10612 which states that they should be assigned to their home provinces, the home address of the scholar graduate beneficiary shall be considered. Additionally, effective SY 2021-2022, SDOs are only allowed to convert Teacher II positions into Teacher I. Furthermore, all SHS positions shall be lodged at the SDO in order to provide SDOs the flexibility to place and transfer an incumbent teacher from one school to another based on teacher needs analysis. Likewise, the incumbent may be assigned to handle a cluster of schools, especially if the enrolment of the school is no longer within the set standards.
- The full lump sum for the creation of teaching items have been requested from the DBM, thus, the **NOSCA that will be issued by DBM-RO already include all the items for the special groups (RA No. 10612 and RA No. 7687 scholars, and SPIMS beneficiaries)**. Once the NOSCA was issued, the SDO Administrative Officer shall immediately contact the beneficiaries of these special groups and advise them regarding their school assignments as well as the documentary requirements that they

need to submit. Please note that beneficiaries under the special hiring arrangements shall no longer undergo the regular hiring process; however, they shall be assessed through interview and demonstration teaching for purposes of identifying training needs, if any.

- It is expected that all beneficiaries shall be accommodated within the school year. If the beneficiaries who are unable to report to the SDO for appointment due to disinterest, with existing job, extended contracts, or other reasons, which may result in non-utilization of allocated items by the end of the school year, SDOs may request authority from this Office to fill up the unfilled items with eligible applicants from the Registry of Qualified Applicants (RQA). The request shall be supported by a waiver or other equivalent means of verification.

Beneficiaries are given until December 31, 2021 to report to the SDO for the processing of their appointment papers. In the event that the SDO are unable to contact the beneficiaries within the time period, SDOs are likewise given authority to fill-up the allocated items with other eligible applicants:

- Teacher incumbents under RA No. 7687 may be accommodated in vacant items allocated for RA No. 10612 beneficiaries; provided that they undergo the regular hiring process.
- Teacher I items allocated for RA No. 7687 and SPIMS beneficiaries may be filled-up with other qualified applicants in the RQA; provided that the beneficiaries of said positions have submitted waiver and/or the beneficiaries fail to report to the SDO on or before December 31, 2021.
- The SDO-SGOD shall compare the number of items created by DBM-RO vis-à-vis the deployment report from CO. If there are discrepancies found particularly for the JHS, SDO-SGOD shall identify the schools and submit the list to RO-PPRD together with the legal bases on the establishment of the school. RO-PPRD shall then submit the list of disapproved schools including its legal bases to PS-PPD, for onwards submission to DBM-RO. Note that most of the schools not issued with NOSCA last year are due to non-existence of the schools in the GAA or organizational code for the Unified Account Code Structure (UACS) of the DBM.
- In preparing and submission of the actual deployment of items, the following process shall be undertaken:
 - The SDO - SGOD Chief shall review and ensure the vetting of the deployment report by the SDS before submitting the scanned copy and excel file version to the RO - PPRD for consolidation. The regional template shall be utilized by the RO - PPRD by combining in one template all the reports submitted by the SDOs.
 - The RO - PPRD shall ensure the accuracy of the number of items provided for each legislative district. Please note that in the deployment report that will be

submitted to CO, indicate in the column "Remarks" the School ID number of the mother school if the items were deployed to the annex school.

- The RO - PPRD shall forward the consolidated Excel file of the deployment report (using the attached template) to the Planning Service-Planning and Programming Division (PS-PPD) through e-mail at ps.ppd@deped.gov.ph on or before **August 30, 2021**.
- The FY 2021 accomplishment of the ROs/SDOs in terms of filling-up of items will be monitored through the Program Management Information System (PMIS). Hence, the Administrative Officer of the SDOs shall immediately access the system at pmis.gov.ph once the SDS signed the appointment paper of the newly-hired teacher.
- SDOs are also reminded on the monthly updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP) based on issued appointments pursuant to National Budget Circular (NBC) No. 549 dated October 13, 2013.

For further clarifications and other concerns, you may email PS-PPD at ps.ppd@deped.gov.ph, copy furnished zaida.briones@deped.gov.ph.

For your information and strict compliance.