





# Department of Education REGION IV-A CALABARZON

6 August 2024

Regional Memorandum No. 532, s. 2024

## FILLING-UP OF UNFILLED DEPED AUTHORIZED POSITIONS IN DEPED FIELD OFFICES

To:

**Schools Division Superintendents** 

Division Human Resource Management Officers

**All Others Concerned** 

- 1. Enclosed is a copy of Memorandum DM-OUHROD-2024-1422 dated July 26, 2024 signed by **Atty. REVSEE A. ESCOBEDO**, *Undersecretary for Operations, DepEd Central Office*, titled **"FILLING-UP OF UNFILLED DEPED AUTHORIZED POSITIONS IN DEPED FIELD OFFICES,"** which is self-explanatory.
- 2. Attention is invited to the 2<sup>nd</sup> and last paragraphs of the abovementioned memorandum for information and guidance.
- 3. Attached is the list of Unfilled Authorized Items in DepEd Region IV-A CALABARZON, for reference.
- 4. Immediate dissemination of and compliance with this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

08C/ROA/P1







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#### Republika ng Pilipinas



### Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

#### MEMORANDUM OM-OUHROD-2024-/422

TO

Regional Directors

Schools Division Superintendents

FROM

Atty. REVSEE A. ESCOBEDO

Undersecretary for Operations

WILFREDO B. 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.











| Security Guard II | Schools Division SuperIntendent Security Guard I | Registrar II  | Project Development Officer I | Nurse 8   | Medical Officer III                                | Librariani | Farm Worker I | Draftsman II | Dentist II | Dental Aide | Construction and Majorance Man | Assistant School & Date on Strong and and | Administrative Officer IV | Administrative Officer III   | Administrative Officer II | Administrative Officer I | Administrative Assistant III | Acministrative Assistant I                          | Administrative Aide VI   | Administrative Aide IV   | Administrative Aide III  | Administrative Aide  
  | Accountant   | on-Teaching   | Senior Education Program Specialist   | School Principal IV   | School Principal III | School Principal I | School Librarian III | School Librarian I | Head Teacher VI | Head Teacher IV | Head Teacher III  
  | Head Teacher II  | Guidance Counselor III   | Guldance Counselor II  | Guidance Counselori  | Education Program Supervisor   
   | Education Program Specialist II  | Assistant School Principal III   | Assistant School Principat II                      | eaching-Related  Assistant School Principal I  | TeacherIII   | Teacher II   
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