



Personnel-RM-2024-532

Republic of the Philippines
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 2nd 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



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



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MEMORANDUM OM-OUHROD-2024-1422

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.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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