Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Personnel-RM-2024-571

15 August 2024

Regional Memorandum
No. 571, s. 2024

DEPLOYMENT MONITORING TOOL FOR ALL SCHOOL-BASED NON-TEACHING PERSONNEL POSITIONS CREATED STARTING FY 2020

To   **Schools Division Superintendents**
            Division Human Resource Management Officers

1.   Enclosed is a copy of Memorandum DM-OUHROD-2024-1386 dated July 17, 2024 signed by **Dir. WILFREDO E. CABRAL,** Officer-In-Charge, Office of the Undersecretary, Human Resource and Organizational Development, titled **"DEPLOYMENT MONITORING TOOL FOR ALL SCHOOL-BASED NON-TEACHING PERSONNEL POSITIONS CREATED STARTING FY 2020,"** which is self-explanatory.

2.   All Human Resource Management Officers (HRMOs) are directed to utilize the **Online Deployment Monitoring Tool** devised by the BHROD-SED to monitor the hiring stage of all newly-created positions, deployment information, and filling-up status.

3.   Each HRMO from the Schools Division Office will have their respective tools. For access, the link is **bit.ly/NTPDeploymentMonitoring.** *Detailed instructions on how to use the Deployment Monitoring Tool* are attached as **Annex A**.

4.   Attention is invited to the 5th and 6th paragraphs of the abovementioned memorandum for information and guidance.

5.   Attached is the list of Unfilled Authorized Items in DepEd Region IVA-CALABARZON, for reference.

6.   Immediate dissemination of and compliance with this memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Incl.: As stated

08C/ROA/P1

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Certificate No. PHP
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ORD-UM01-2024-660

MEMORANDUM
DM-OUHROD-2024- /384

TO	:	**REGIONAL DIRECTORS**
		SCHOOLS DIVISION SUPERINTENDENTS
		HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)
FROM	:	**WILFREDO E. CABRAL**
		Regional Director
		Officer-In-Charge, Office of the Undersecretary
		Human Resource and Organizational Development
SUBJECT	:	**DEPLOYMENT MONITORING TOOL FOR ALL SCHOOL-BASED NON-TEACHING PERSONNEL CREATED STARTING FY 2020**
DATE	:	July 17, 2024

As the Department strives to manage the workload of teachers, creation and deployment of school-based non-teaching personnel has been one of its priorities to provide support to schools and alleviate teachers from performing administrative tasks, enabling them to focus on actual classroom teaching.

It is integral to the deployment process that the Department strictly monitors the progress of filling-up of these newly-created positions and ensures adherence to school assignments by field offices.

In this regard, all Human Resource Management Officers (HRMOs) are directed to utilize the **Online Deployment Monitoring Tool** devised by the BHROD-SED to monitor the hiring stage of all newly-created positions, deployment information, and filling-up status.

Each HRMO from the Region and Schools Division Office will have their respective tools. For access, please proceed to **bit.ly/NTPDeploymentMonitoring**. Detailed instructions on how to use the Deployment Monitoring Tool are attached as **Annex A.**

To reiterate, based on DM-OUHROD-2024-1052, field offices are reminded that the deadline for submission of the updated deployment/cluster report of all existing and newly-created FY 2024 AO II items is **July 30, 2024**. The deployment/cluster report generated from the tool must be signed by the Schools Division Superintendent and Regional Director.

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Telephone Nos.: 8633-7206
Email Address: usec.hrod@deped.gov.ph
Website: https://www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	0323.23	Page	1 of 2

Once approved, the RO-HRMO shall forward the signed copy of the deployment report to the BHROD-SED via email at **support.nspp@deped.gov.ph**, cc: **bhrod.sed@deped.gov.ph**. No individual submissions from SDOs will be accepted.

Should there be further concerns or questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through the landline number (02) 8633-5397.

For your strict compliance.

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Effectivity	03.23.23	Page	2 of 2

Guide to the
ONLINE DEPLOYMENT MONITORING TOOL

For the School-Based Non-Teaching Personnel Created Starting FY 2020

Introduction

As the Department strives to manage the workload of teachers, creation and deployment of school-based non-teaching personnel has been one of its priorities to provide support to schools and alleviate teachers from performing administrative tasks, enabling them to focus on actual classroom teaching.

It is integral to the deployment process that the Department strictly monitors the progress of filling-up of these newly created positions and ensures adherence to school assignments by field offices.

Online Deployment Monitoring Tool

The Online Deployment Monitoring Tool is designed to monitor the hiring, deployment, and filling-up status of School-Based Non-Teaching Personnel Created Starting FY 2020. This tool offers real-time data summaries and automates reporting for its users.

Deployment Monitoring Tools by Governance Level:

1. Division Deployment Monitoring Tool
    - Primary data collection by Division HRMOs for AO II and PDO I.
    - Summarizes hiring, deployment, and filling-up status.
    - Automates Division Deployment/Cluster Reports.
    - Viewable by Regional Offices.

2. Regional Deployment Monitoring Tool:
    - Informs Regional Offices of the staffing status of their respective Divisions.
    - Compiles Division Deployment/Cluster Report.

3. Central Office Deployment Monitoring Tool:
    - Consolidates data from the field for an overview of hiring, deployment, and staffing.

These tools, created via Google Sheets, must be completed online. Access is restricted to authorized personnel.

Access your Deployment Monitoring Tool here:
bit.ly/NTPDeploymentMonitoring

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About this Guide
Division Deployment Monitoring Tool

This Guide offers comprehensive instructions on how to use the Division Deployment Monitoring Tool. To better present the instructions, this Guide is divided into three main sections, covering topics such as steps for updating information.

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Understanding the Deployment Monitoring Tool

Components of the Tool

The tool has six sheets with dynamic dropdowns and dependent summaries and reports. Correct data entry is essential. The tool links to data sources for:

- Divisions in the Region
- Number of allocated items per Fiscal Year
- School IDs and Names in the Division

Some sheets or cells are protected. Here are details for each sheet:

1. **Guide**
   - Links to instructions
   - Shows reminders, advisories, and announcements for Division HRMOs
   - Protected sheet. No inputs necessary.

2. **SDO Info**
   - Pre-selected Region and Division. Number of allocated items and school IDs depend on these selections.
   - Requires Division HRMO and SDS/ASDS information for the Deployment/Cluster Report.
   - Editable fields only for HRMO's and SDS/ASDS's information; some cells are protected.

3. **Division Summary**
   - Summarizes the hiring, deployment, and filling-up status of School-Based Non-Teaching Personnel in the Division.
   - Indicates the number of allocated Items per Fiscal Year.
   - Protected sheet. No inputs necessary.

4. **Input Sheet**
   - Records details of the Plantilla Item:
   a. Fiscal Year of creation
   b. Plantilla Item Number
   c. Hiring Stages
   d. Appointment Dates
   e. Deployment details (Assigned School, Clustering category, number of schools if clustered)
   f. Filling-up Status for unfilled items due to natural vacancies
   g. Vacancy Date
   h. Appointment date of new appointee
   i. Remarks
   - Some cells are protected.

5. **Clustering**
   - Records school IDs for items deployed to multiple schools.
   - Rows are based on the number of schools entered in the Input Sheet.
   - Some cells are protected.

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6. **Cluster Report**
   - Printable report on AO II/PDO I Deployment prepared by HRMO and cleared by SDS, submitted to Regional Office via Regional HRMO.
   - Produces multiple pages based on the number of schools with AO IIs/PDO Is.
   - Protected sheet. No inputs necessary.

Definition of the Data Variables

The data variables are represented by the columns in the Input and Clustering sheets. Each variable has a consistent meaning across the entire monitoring tool, regardless of which sheet it appears in. It is important to recognize that these variables are identical across all sheets and should not be interpreted differently.

INPUT SHEET

COLUMN	NAME / DATA VARIABLE	DEFINITION
B	Year Created	Fiscal year when the Item is created
C	Item Number	Plantilla Item number of the created AO II or PDO I position
	Original.Appointment	Information of the hired personnel per Item Number
(D, E, F)	*Hiring Stage*	*Stages in the hiring process*
D	Job Posting	Ongoing recruitment
E	Assessment	Ongoing selection of applicants
F	Hiring	For issuance of appointment
G	Current Status	Latest reported hiring stage
H	Appointed Date	Date of appointment as reflected in the Appointment Paper
	Deployment.	Deployment information per Item Number
J	Deployment Category	Determines whether the Item is deployed to one or more schools
K	Assigned School	ID of the school where the AO II / PDO I is deployed to; School ID of the Cluster Mother School if deployment category is clustered
L	No. of Schools	Number of schools with access to the services of the AO II / PDO I
	Filling.Up.Status	For unfilled Items due to natural vacancy
M	Status	Filling up status of unfilled items due to natural vacancy
N	Date Unfilled	Date when the Item is unfilled
P	Appointed Date	Date of appointment as reflected in the Appointment Paper
R	Remarks	For any notable information about the Item

Date checkers are incorporated in the Input Sheet as additional validation for dates entered.

CLUSTERING

COLUMN	NAME / DATA VARIABLE	DEFINITION
D	School Name	The respective name of the school ID entered
E	Mother School	Cluster Mother School of the clustered schools
I	Select Clustered School	The school IDs of the clustered schools.
(J, K, L)	*No School ID Info*	*Information of the school without an ID*
J	BEIS Mother School	The Mother School to which the school without an ID is currently annexed
K	School Name	Name of the school without an ID
L	District	District of the school without an ID

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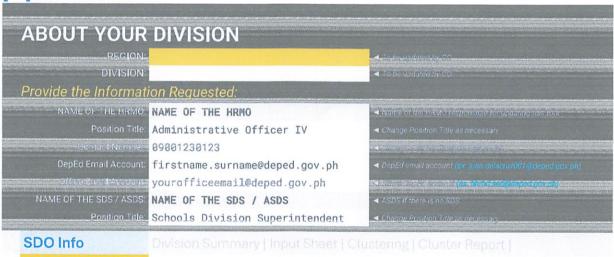Page 4 of 9

Limitations of the Tool and the User

Since the Tool is linked to other data sources, it can only be used online via Google Sheets. It cannot be accessed using MS Excel (MS 365) or similar applications.

Steps in Accomplishing the Deployment Monitoring Tool

Ensure all required fields are filled with the correct information to generate accurate reports. Follow the steps based on the sheet where data entry is required (SDO Info, Input Sheet, Clustering). Be guided by the color codes when entering data:

Original Appointment	For Updating	Input Data	Do Not Input Data
Information should remain unchanged once entered.	Reflects changes in deployment and filling-up status.	Input the information needed.	Do not input data.

[1] SDO Info Sheet

ABOUT YOUR DIVISION

REGION:		◄ To be updated by CO
DIVISION:		◄ To be updated by CO

Provide the Information Requested:

NAME OF THE HRMO	NAME OF THE HRMO	◄ Name of the HRMO responsible for updating this tool
Position Title:	Administrative Officer IV	◄ Change Position Title as necessary
Contact Number:	09001230123	◄
DepEd Email Account:	firstname.surname@deped.gov.ph	◄ DepEd email account (ex. juan.delacruz001@deped.gov.ph)
Office Email Account:	yourofficeemail@deped.gov.ph	◄ (ex. bhrod.sed@deped.gov.ph)
NAME OF THE SDS / ASDS:	NAME OF THE SDS / ASDS	◄ ASDS if there is no SDS
Position Title:	Schools Division Superintendent	◄ Change Position Title as necessary

SDO Info   Division Summary | Input Sheet | Clustering | Cluster Report |

Steps to Complete the SDO Information Sheet:

1. Select the SDO Info sheet

2. Enter the required information. **Guides are provided for each field.**

   The names and positions entered here shall reflect in the Cluster Report sheet. In case of change of information, kindly update this sheet.

   Other information of the Division HRMO shall be used for updating the Directory.

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5. Select or type the School ID. If clustered, select the cluster mother school. Correct any invalid or duplicate IDs.

   a. If not corrected, the school name will not appear in the cluster report.
   b. Duplicated **school IDs (in red)** will only be counted once.

6. Enter the number of schools if clustered.
7. Add remarks if needed.
8. For changes in deployment, repeat steps 4-7. Update accordingly.

Any changes to the deployment information will affect the Clustering (detailed in the next section). Update accordingly.

> NOTE: To reiterate, the information entered under Original Appointment must remain unchanged. In case of new appointments, follow the steps for updating filling up status.

Steps to Update Filling Up Status (Indexes 9 – 11, and 12):
For items unfilled due to vacancy (resignation, promotion, or transfer):

9	10		11	
FILLING UP STATUS *(IFF the Item Is Unfilled Due to Natural Vacancy)*			**NEW APPOINTMENT**	
Status	*Date Unfilled*		*Appointed Date*	
Unfilled / Filled	MM/DD/YYYY	date checker	MM/DD/YYYY	date checker

1. Change Status to "Unfilled". This action will turn the gray fill in the subsequent columns to white, signaling that required information must be provided.

2. Enter the date the item was vacated.

3. When new personnel are hired, enter the new Appointed Date and change Status to "Filled".

   If the status is unchanged even though the new appointment date is entered, "Unfilled" will change to red color and the Item will not be considered filled.

4. Add remarks if necessary.

This portion can be updated as often as needed or whenever the item is vacated by either the original or new appointee.

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[2] Input Sheet

Record information about school-based non-teaching personnel. There are 7-12 required data elements per Item Number. Each data element is indexed as follows:

INDEX	DATA	RESPONSE	NOTES
1	Item Number	Input (Alphanumeric)	
	Original.Appointment		
2	Job Posting (Hiring Stage)	Input (Number)	
3	Assessment (Hiring Stage)	Input (Number)	
4	Hiring (Hiring Stage)	Input (Number)	
5	Appointed Date (MM/DD/YYYY)	Input (Date)	
	Deployment		This may be updated whenever necessary.
6	Deployment Category	Dropdown	Not Clustered or Clustered
7	Assigned School	Dropdown / Input (Number)	If Clustered, input the identified mother school of the cluster.
8	Number of Schools	Input (Number)	2 and up.
	Filling.Up.Status		Unfilled due to **natural vacancy**
9	Status (Filled / Unfilled)	Dropdown	Update this only when the Item is vacated
10	Date Unfilled (MM/DD/YYYY)	Input (Date)	
11	Appointed Date (MM/DD/YYYY)	Input (Date)	
12	Remarks	Input (Alphanumeric)	Per Item

Steps to Complete Program-Level Data (Indexes 1 – 8, and 12):

Index:	1	2	3	4		5		6	7	8
YEAR CREATED	ITEM NUMBER	ORIGINAL APPOINTMENT						DEPLOYMENT		
		Job Posting	Assess ment	Hiring	Current Hiring Stage	Appointed Date	date checker	Deployment Category	Assigned School	No. of Schools
Years: 3	0	0	0	0		MM/DD/YYYY		Not Clustered or Clustered	Mother School if Clustered	2 and Up
FY 2020										

1. Open the Input Sheet.

2. Enter the Item Number for the fiscal year of its creation, one item per row.

   The number of rows per Fiscal Year is based on the number of Items allocated for the Division.

   Original.Appointment

3. For each hiring stage, input 1. After completion, enter the appointment date to change the Current Hiring Stage to "Completed".

   Deployment

4. Select the Deployment Category from the dropdown:
   a. Not Clustered: Deployed to one school.
   b. Clustered: Deployed to multiple schools.

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[3] Clustering Sheet

Complete the recording of information of schools where the personnel are deployed. Take note of the following pointers about this sheet:

- The Item Number and School ID (Assigned School or Cluster Mother School) entered in the Input Sheet will appear here.
- School IDs will be referenced for their respective school names and districts.
- The number of rows for each Item Number is based on the number of schools entered in the Input Sheet. "Not Clustered" will have one row.
- For the Deployment Category "Clustered," the first row for each Item Number is already filled. Only complete the rows with "0" under the "Mother School" column.

Complete Deployment Information					Select Clustered Schools	No School ID Info		
Plantilla Number	School ID	School Name	District	Mother School (1 if Mother School; 0 if not)		BEIS Mother School	School Name	District
Item-Number-1	123123	Malaya ES	Lone	1				
Item-Number-1				0				

Steps to Complete the Clustering of Schools:

For each row with "0" in the "Mother School" column, complete the missing school information.

1. In the "Select Clustered Schools" column, type or select the school ID from the dropdown.
2. Correct any invalid or duplicate IDs.

Complete Deployment Information					Select Clustered Schools	No School ID Info		
Plantilla Number	School ID	School Name	District	Mother School (1 if Mother School; 0 if not)		BEIS Mother School	School Name	District
Item-Number-1	123123	Malaya ES	Lone	1				
Item-Number-1				0	No School ID			

3. **For new schools without IDs**, select "No School ID" and enter the required information.
4. Type the ID of the BEIS Mother School or select it from the dropdown.
   (Cluster Mother School is not the BEIS Mother School.)

5. Enter the School Name and select the district from the dropdown.
6. Repeat until all rows have school information.

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Generating Reports
Reports and summaries are real-time and available for printing.

[1] Division Summary
Summarizes the hiring, deployment, and filling status in the Division. The Hiring Stage is determined by the stage where the majority of the Items are.

Year Created	Created	Program Level (Original Appointment)			Filling Up Status (Due to Natural Vacancy)			Hiring Stages
		Filled	Unfilled	Filling Up Rate	Filled	Unfilled	Filling Up Rate	
	50		50					100.00% Not Started
FY 2020	10		10					100.00% Not Started
FY 2021	10		10					100.00% Not Started
FY 2022	5		5					100.00% Not Started
FY 2023	15		15					100.00% Not Started
FY 2024	10		10					100.00% Not Started

[2] Cluster Report
Printable report on hired school-based non-teaching personnel, prepared by HRMO and cleared by SDS, submitted to the Regional Office via Regional HRMO. The report generates multiple pages based on the number of schools.

Note: Do not alter page breaks.

Should there be further concerns or questions, please coordinate with the BHROD-SED via email or phone call.

THANK YOU!

Re: [DM-OUHROD-2024-1386] DEPLOYMENT MONITORING TOOL FOR ALL SCHᴏᴏᴸ BASED NON-TEACHING PERSONNEL CREATED STARTING FY 2020

School Effectiveness Division <bhrod.sed@deped.gov.ph>

ORD-ICO01-2024-281

Thu 8/15/2024 7:59 AM

To:Ameelyn Coca <ameelyn.coca@deped.gov.ph>;Anna Mae Atillo <annamae.atillo@deped.gov.ph>;Rhodora Joy Perlas <rhodora.perlas@deped.gov.ph>;DEPED I ILOCOS REGION <region1@deped.gov.ph>;DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>;DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>;DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>;DepEd Region VII Central Visayas <region7@deped.gov.ph>;DEPED REGION XIII CARAGA <caraga@deped.gov.ph>;DEPED V BICOL REGION <region5@deped.gov.ph>;DepEd VI Western Visayas <region6@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>;DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>;DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>;REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>;DEPED III CENTRAL LUZON <region3@deped.gov.ph>;DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>;DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>;Eleonora Albidas <eleonora.albidas@deped.gov.ph>;Elsa Mariano <elsa.mariano@deped.gov.ph>

Dear **Regional HRMOs,**

Please be informed that the **final deadline** for submission of **Updated Deployment/Cluster Report of all School-based AO II items** is on **Friday, August 16, 2024.**

This will give us the ample time to review your submissions and provide feedback if necessary.

The report must be generated from the tool to be signed by the SDO HRMO and SDS. The Regional HRMO shall consolidate and prepare a transmittal signed by the Regional Director. The approved reports must be submitted through this email.

Here are some **reminders** for guidance of all HRMO:

1. All items must have school assignments whether filled/unfilled.

2. SDOs without FY 2024 allocation must still submit an updated deployment/cluster report reflecting the deployment information of previously created items, i.e., original appointment details, school assignments, etc.

3. Complete the information required under input sheet first before proceeding to the clustering sheet.

4. Under Input Sheet, Original Appointment (Columns D-I) refers to the first hired/incumbent to the position. Hence, if the item has been unfilled due to natural vacancies, there is no need to change the information for the Original Appointment. This will allow us to track the program level filling-up. To account for the natural vacancies, update the Filling Up Status (Columns M-Q) regularly.

For detailed information on how to use the tool, kindly refer to Annex A of DM-OUHROD-2024-1386.

Lastly, in accordance with DepEd Memorandum No. 42, s. 2024, all Field Offices are reminded to expedite the filling up of all vacant positions including the newly created items.

This Office extends its gratitude to all concerned for their usual cooperation.

For concerns, please do not hesitate to contact us through this email.

Thank you!

BHROD-SED

SCHOOL EFFECTIVENESS DIVISION
Bureau of Human Resource and Organizational Development
Department of Education

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Tayo
PARA SA
EDUKASYON

Maka-Diyos. Makatao. Makakalikasan. Makabansa

On Mon, Jul 29, 2024 at 3:35 PM School Effectiveness Division <bhrod.sed@deped.gov.ph> wrote:
Dear Regional Directors, Schools Division Superintendent, and HRMOs:

As the Department strives to manage the workload of teachers, creation and deployment of school-based non-teaching personnel has been one of its priorities to provide support to schools and alleviate teachers from performing administrative tasks, enabling them to focus on actual classroom teaching.

It is integral to the deployment process that the Department strictly monitors the progress of filling-up of these newly-created positions and ensures adherence to school assignments by field offices.

In this regard, all Human Resource Management Officers (HRMOs) are directed to utilize the **Online Deployment Monitoring Tool** devised by the BHROD-SED to monitor the hiring stage of all newly-created positions, deployment information, and filling-up status.

Each HRMO from the Region and Schools Division Office will have their respective tools. For access, please proceed to **bit.ly/NTPDeploymentMonitoring**. Detailed instructions on how to use the Deployment Monitoring Tool are attached as **Annex A.**

To reiterate, based on DM-OUHROD-2024-1052, field offices are reminded that the deadline for submission of the updated deployment/cluster report of all existing and newly-created FY 2024 AO II items is **July 30, 2024**. The deployment/cluster report generated from the tool must be signed by the Schools Division Superintendent and Regional Director.

Once approved, the RO-HRMO shall forward the signed copy of the deployment report to the BHROD-SED via email at **support.nspp@deped.gov.ph**, cc: **bhrod.sed@deped.gov.ph**. No individual submissions from SDOs will be accepted.

Should there be further concerns or questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through the landline number (02) 8633-5397.

For your strict compliance.

IMPORTANT NOTE FOR REGIONAL HRMOs: PLEASE DISSEMINATE TO YOUR SDO HRMOs.

SCHOOL EFFECTIVENESS DIVISION
Bureau of Human Resource and Organizational Development
Department of Education

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Tayo
PARA SA
EDUKASYON

Maka-Diyos. Makatao. Makakalikasan. Makabansa

MEMORANDUM
DM-OUHROD-2024- 1384

TO   :   **REGIONAL DIRECTORS**
                     SCHOOLS DIVISION SUPERINTENDENTS
                     HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)

FROM   :   **WILFREDO E. CABRAL**
                     Regional Director
                     Officer-In-Charge, Office of the Undersecretary
                     Human Resource and Organizational Development

SUBJECT   :   **DEPLOYMENT MONITORING TOOL FOR ALL SCHOOL-BASED NON-TEACHING PERSONNEL CREATED STARTING FY 2020**

DATE   :   July 17, 2024

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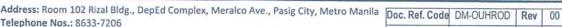
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Once approved, the RO-HRMO shall forward the signed copy of the deployment report to the BHROD-SED via email at **support.nspp@deped.gov.ph**, cc: **bhrod.sed@deped.gov.ph**. No individual submissions from SDOs will be accepted.

Should there be further concerns or questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through the landline number (02) 8633-5397.

For your strict compliance.

Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8637-7206
Email Address: usec.hrod@deped.gov.ph
Website: https://www.deped.gov.ph

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