



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



Personnel-RM-2025-379

19 May 2025

Regional Memorandum
No. 379, s. 2025

**ADVANCE INFORMATION ON THE CREATION AND DEPLOYMENT
OF NEW TEACHING ITEMS FOR SCHOOL YEAR (SY) 2025-2026
AND CONDUCT OF ONLINE ORIENTATION**

To **Schools Division Superintendents**
All Others Concerned

1. Enclosed is a copy of Memorandum DM-OUHROD-2025-1226, "titled **"Advance Information on the Creation and Deployment of New Teaching Items for School Year (SY) 2025-2026 and Conduct of Online Orientation,"** which is self-explanatory.
2. Attention is invited to the second paragraph of the said Memorandum for guidance.
3. Relative thereto, all Division HRMOs and Planning Officers are expected to attend the online orientation on May 26, 2025 (Monday) from 9:00 AM to 12:00 NN through the orientation link: bit.ly/2025TeachingDeployment.
4. Identified participants are requested to accomplish the online registration form through the registration link: bit.ly/Confirmation2025TeachingDeployment.
5. For any concerns or clarifications, please contact the Bureau of Resource and Organizational Development-School Effectiveness Division (BHROD-SED) through telephone number (02) 8633-5397 or email at support.nspp@deped.gov.ph copy furnished bhrod.sed@deped.gov.ph.
6. Immediate dissemination of and compliance with this Memorandum is directed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Incl.: As stated

08C/ROA/P1



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY


HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025- 1226

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

ATTENTION : CHIEFS, ADMINISTRATIVE DIVISION
CHIEFS, SCHOOL GOVERNANCE AND OPERATIONS
DIVISION (SGOD)
HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)
PLANNING OFFICERS

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : ADVANCE INFORMATION ON THE CREATION AND
DEPLOYMENT OF NEW TEACHING ITEMS FOR SCHOOL YEAR
(SY) 2025-2026 AND CONDUCT OF ONLINE ORIENTATION

DATE : 13 May 2025

This is to inform all concerned field offices that **SIXTEEN THOUSAND (16,000) new teaching items** for Kindergarten to Grade 12, including the Special Needs Education (SNED) and the Alternative Learning System (ALS), **have been allocated for SY 2025-2026**. The full lump sum for the creation of these items has already been requested from the Department of Budget and Management (DBM) last April 15, 2025, and is currently awaiting approval.

Subject to the existing hiring guidelines, all field offices are instructed to **perform the necessary activities to expedite the hiring process and ensure 100% filling-up rate of these newly-created positions** not later than **September 2025**. The full details of the allocation and deployment of the new **teaching positions** can be found in the attached *Enclosure*.

In light of this, **ALL Regional and Division HRMOs and Planning Officers are hereby enjoined and expected to attend the online orientation** dedicated for the purpose of this Memorandum. Kindly be guided accordingly by referring to the following details:

Date: May 26, 2025; Monday

Time: 9:00 AM – 12:00 NN

Orientation Link: bit.ly/2025TeachingDeployment

To signify participation, the identified participants are also requested to accomplish the online registration form by visiting the link below:

Registration Link: bit.ly/Confirmation2025TeachingDeployment

For further clarifications and concerns, you may contact the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) through telephone number: (02) 8633-5397 or email at support.nspp@deped.gov.ph copy furnished bhrod.sed@deped.gov.ph.

For your information, immediate dissemination, strict compliance, and appropriate action.

Copy furnished:

Office of the Secretary

Office of the Undersecretary for Field Operations

[BHROD-SED/HRDD]

**Allocation and Deployment of New Teaching Items
for School Year (SY) 2025-2026**

I. Allocation of New Teaching Items

The following considerations were taken into account by the DepEd Central Office (CO) in the distribution of the **16,000** items as requested in the DBM:

- a. The newly established/legislated/integrated schools that do not have nationally funded teachers and the schools with acute shortage of teachers were given priority; and
- b. The beneficiaries of national programs were given allocation in accordance with the committed hiring arrangements with the Department of Science and Technology (DOST) under Republic Act (RA) No. 10612 and RA No. 7687 also known as the Science and Technology Scholarship Acts and the Department of Migrant Workers "Sa Pinas Ikaw ang Ma'am/Sir" (SPIMS), respectively.

II. Deployment Procedures

With the desire to effectively facilitate the filling-up of these 16,000 new teaching items and to ensure that the lumpsum budget appropriated for this purpose will be fully utilized within the indicated Fiscal Year (FY), the following steps shall be undertaken:

1. Conduct of preparatory activities at the different governance levels

The following activities shall be undertaken by the Central Office (CO), Regional Offices (ROs), and Schools Division Offices (SDOs) while waiting for the approval of the lump sum appropriation for the 16,000 new teaching positions.

- a. **DepEd CO - BHROD** shall provide all ROs with **electronic copies** of the following deployment report: by legislative district for Kindergarten/Elementary, by division for Senior High School (SHS), and by school for Junior High School (JHS).
- b. **RO - Administrative Division** shall immediately forward the said deployment report to the concerned SDO, attention to the **SDO - School Governance and Operations Division (SGOD)** and **SDO - Administrative Office** with corresponding instructions based on this Memorandum, particularly on the filling-up of items allocated for DOST scholar-graduates under RA Nos. 10612 and 7687 and for the DMW's employment program beneficiaries under SPIMS.
- c. **SDO - Administrative Office**, through the **Administrative Officer IV (HRMO)**, in coordination with the **Office of the Assistant Schools Division Superintendent (OASDS)** or the **Assistant Schools Division Superintendent** 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.

2. Teacher requirement analysis

The SDO-SGOD through the **Division Planning Officers (DPOs)** shall compute the teacher requirements for each school based on the deployment parameters provided below, utilizing the attached **Teacher Requirement Analysis (TRA)** template.

Deployment Parameters

Level/Class	Standards	Remarks
Kindergarten	25 learners or 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) except Kindergarten	1 teacher per class consisting of 2 consecutive grade levels or 3 teachers for every MG school except Kindergarten
SNED Non-Graded (Elem/JHS)	Max of 15 learners per class	1 teacher per class
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	5 teachers for every 4 classes or 5:4 as specialization factor
Grade 4-6	40 learners per class, maximum of 45 learners	5 teachers for every 4 classes or 5:4 as specialization factor
Grades 7-10	40 learners per class, maximum of 45 learners	5 teachers for every 4 classes or 5:4 as specialization factor
Grades 11-12	Maximum of 40 learners per class	9 teachers in every 6 classes (9:6) as specialization factor
ALS	40 learners	1 teacher per 40 learners

3. Preparation of Deployment Report

The **SDO-SGOD (Division Planning Officer)** shall prepare the deployment report by school based on the attached allocation by legislative district/by division using the SY 2024-2025 LIS/BEIS data and the latest inventory of plantilla positions, ensuring inclusion of the items created in FY 2024.

- a. **Prioritization in the deployment of items** for Kindergarten/Elementary, SHS, and ALS shall be based on the following criteria:
 1. Newly established/legislated/integrated schools without existing nationally funded teachers (i.e., school with existing School ID number and have legal basis on its establishment or creation);
 2. Schools with acute shortage of teachers;
 3. Schools with the highest Teacher-Learner Ratio;

4. Schools in far-flung areas with teacher shortage;
 5. Multi-grade schools with less than three (3) teachers that covers Grades 1 to 6;
 6. Community Learning Centers for ALS with teacher shortage and
 7. Special Education Schools with SNED teacher shortage.
- b. The BHROD – School Effectiveness Division (BHROD-SED) and the SDO-SGOD shall prepare the deployment report by school of the following groups based on the above-mentioned prioritization (Section 3.a):

Items Provided	Kinder/Elem	JHS	SHS
SPIMS Beneficiaries	SDO-SGOD	BHROD-SED / SDO-SGOD	--
DOST Scholar-graduates under RA 7687	--	BHROD-SED / SDO-SGOD	--
DOST Scholar-graduates under RA 10612	--	--	SDO-SGOD
Regular Items (based on shortage)	SDO-SGOD	BHROD-SED	SDO-SGOD

NOTE: Kindly refer to the "Distribution of Items by Program/Level of Education" in the attached Deployment Report.

This Memorandum also includes files (pdf and excel) that shall be used in the preparation of deployment report by school, composed of **nine (9) sheets**:

1. Summary sheets, distribution of items by SDO and legislative district;
2. Deployment report by school for JHS; and
3. Various templates to be utilized by the SDO-SGOD and RO-Administrative Division for the actual deployment report by school to be submitted to BHROD-SED.

For the list of beneficiaries under SPIMS and DOST, please refer to **OUHROD Advisory dated March 31, 2025**, issued in connection with Memorandum DM-OUHROD-2025-0629 titled "Guidelines on the Hiring, Assessment, and Deployment of SPIMS and DOST Scholar Beneficiaries for SY 2025-2026 and Conduct of Online Orientation to Regional and Division HRMOs".

Additionally, any updates to the Advisory regarding the change in SDO assignments of SPIMS beneficiaries, as communicated to HRMOs, should be observed and followed accordingly.

4. Lodging of Plantilla Items

- a. **For JHS** - Since the creation of items for JHS is school-specific, deviation from the list of schools prepared by BHROD-SED shall not be allowed, i.e., **the schools indicated in the NOSCA issued 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.
- b. **For ES and SHS** - All ES, Teacher I and Special Needs Education (SNED) Teacher I, and SHS, Teacher I and Special Science Teacher I, positions shall

be lodged at the SDO to provide flexibility in the deployment and transfer of an incumbent teacher from one school to another. The SDOs may redeploy, transfer and/or assign incumbent ES and SHS teachers to another school provided that such decisions are supported by teacher needs analysis and shall follow the procedural guidelines under DO No. 22, s. 2013 (*Revised Guidelines on the Transfer of Teachers from One Station to Another*).

- c. **For ALS** - Teacher I items for ALS are dedicated to **ALS Senior High School (ALS SHS) Program** and lodged at SDOs to allow flexibility in meeting learner's profile and needs. Prioritization of deployment shall be given to ALS SHS pilot schools with identified teacher shortage based on the teacher requirement analysis conducted by SDOs.

5. Deployment Process under Special Hiring Arrangements

The beneficiaries of the DMW SPIMS Employment Program and the DOST RA 7687, as officially endorsed by DepEd CO, shall undergo assessment in accordance with the hiring guidelines set forth in DepEd Order No. 007, s. 2023 (*Guidelines on the Recruitment, Selection, and Appointment in the Department of Education*) and DepEd Order No. 021, s. 2024 (*Amendments to DepEd Order No. 007, s. 2023*). Additionally, DepEd Order No. 020, s. 2024 (*Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions*) shall apply specifically for DOST RA 10612.

It should be noted, however, that all SPIMS and DOST beneficiaries shall be included in the CAR-RQA regardless of their total score obtained from the assessment. As part of the commitment of DepEd to ensure employment and reintegration of OFW returnees and to provide return of service opportunities to DOST Scholar-graduates, **no cut-off score shall be applied both for SPIMS and DOST Scholar beneficiaries**. The assessment shall be conducted for purposes of identifying professional development needs.

For further details, you may refer to Memorandum DM-OUHROD-2025-0629 titled "*Guidelines on the Hiring, Assessment, and Deployment of SPIMS and DOST Scholar Beneficiaries for SY 2025-2026 and Conduct of Online Orientation to Regional and Division HRMOs*".

The SDO shall deploy the SPIMS and DOST beneficiaries with the following considerations:

- a. The school has an acute teacher shortage as evidenced by the teacher needs analysis conducted by SDO in reference to the most recent enrolment data;
- b. All beneficiaries can be deployed to schools with existing unfilled Teacher I items or SST-I items for RA 10612 (created FY 2024 and below);
- c. Subject specialization needs of the JHS; and
- d. The beneficiaries will be deployed within or in a nearby municipality where they reside.

For DMW SPIMS (Teacher I), the deployment shall be prepared by the SDO-SGOD based on the prevailing teacher shortage and shall be supported by other considerations such as specialization requirements (for JHS) and other pertinent criteria in the needs analysis for localities and municipalities where these beneficiaries reside.

For DOST RA 7687 (Teacher I), the school assignments in the deployment report shall be strictly observed. However, in cases of non-existence of teacher shortage and/or mismatch in the subject specialization needs, the DOST scholar graduates may be redeployed provided, that they shall be given school assignment first, before items allocated for them are filled-up with applicants from the CAR-RQA.

It should be noted further that redeployment of identified scholar-graduates for reasons that are not supported by the above-mentioned conditions, e.g., replacing the scholar-graduate in favor of other appointees or transferees, shall not be allowed.

For DOST RA 10612 (Special Science Teacher I), the deployment shall be prepared by the SDO-SGOD. The preparation of the deployment report should be pursuant to the provisions of RA 10612, stating that DOST scholars should be assigned to their home provinces, where the home address of the scholar graduate beneficiaries shall be considered. Kindly note that all Special Science Teacher (SST) I positions (SG-13) are allocated for RA No. 10612 DOST scholars only.

6. Issuance of NOSCA

The full lump sum for the creation of 16,000 teaching items has been requested from the Department of Budget and Management (DBM). The NOSCA that will be issued by DBM-RO includes all items including those allocated to the special groups (DOST scholar-graduates under RA No. 10612 and RA No. 7687 and SPIMS beneficiaries).

The SDO Administrative Officer shall **immediately communicate with the qualified applicants from the regular applicants and special hiring arrangements** to advise them on their school assignments and the documents required for submission once the NOSCA is issued. *Kindly note that DBM does not issue NOSCA with specific names of DOST scholar-graduates and SPIMS beneficiaries.* You may refer to the attached list of beneficiaries as mentioned in Section 3.b.3, Section 3.b.4 and Section 3.b.5.

In case of **discrepancies in the number of items in the NOSCA vis-à-vis deployment report from the CO** (specifically the JHS), the SDO-SGOD shall identify these schools and submit the list to RO-Administrative Division together with the legal bases on the establishment of the school. The RO-Administrative Division shall then submit the consolidated list of schools not included in the NOSCA, including its legal bases, to BHROD-SED for onward submission to DBM-RO. **It must be noted that most of the schools that were not issued with NOSCA in previous years were due to the non-existence of the schools in the GAA or absence of organizational code for the Unified Account Code Structure (UACS) of DBM.**

7. Hiring and Appointments

Appointments to vacant positions shall be in accordance with the relevant provisions of DepEd Order No. 007, s. 2023 (*Guidelines on the Recruitment, Selection, and Appointment in the Department of Education*) and DepEd Order No.

021, s. 2024 (Amendments to DepEd Order No. 007, s. 2023) for Teacher I and DepEd Order No. 020, s. 2024 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions) for SNED Teacher I and SST-I.

The selection of the candidates most qualified for appointment from among the applicants in the CAR-RQA shall be based on the: (a) principles of merit, fitness, and competence; (b) Localization Law; and (c) Other laws or provisions of the law, national policy, and/or agreements entered into by DepEd with other government and/or non-government institutions which grant priority in the appointment.

As indicated under "Remarks" column of the CAR-RQA, the following considerations may serve as additional guide for the appointing officers/authorities, in the exercise of sound discretion, in the selection of teacher applicants:

- a. Learning area specialization (Kindergarten or Early Childhood Education, Filipino, English, Math, Science, and other subject areas, SHS strand or specialization);
- b. Knowledge and qualifications in handling diverse types of learners such as ALS, SNEd, Madrasah, IPed;
- c. Ethnic group, if any;
- d. Language/s proficiency, including Filipino Sign Language (FSL) for deaf learners;
- e. Priority given to beneficiaries under SPIMS, 4Ps, and DOST scholar graduates.

To improve the absorptive capacity and efficiency in hiring of DepEd teachers, all SDOs are instructed to ensure that qualified applicants to the newly-created regular teacher items and those under the special hiring arrangements are **appointed on or before September 2025**.

The **SPIMS and DOST beneficiaries are given until 29 August 2025** to report to their respective SDOs for the submission of application requirements and the processing of appointment papers to ensure the timely filling-up of the items created under special hiring arrangements.

In cases of waiving of items due to disinterest, with existing job, extended contracts, failure to officially report to the SDO until 29 August 2025, and/or other reasons, which may result in non-utilization of allocated items by the end of the school year, the following replacement procedures shall be observed:

- a. Teacher I items allocated for RA No. 7687 scholar-graduates and SPIMS beneficiaries may be filled-up immediately with other qualified applicants from the CAR-RQA.
- b. Teacher incumbents (Teacher I) under RA No. 7687 may apply for vacant/waived SST-I items allocated for RA No. 10612 scholar-graduates subject to the existing and applicable hiring guidelines. If there are no RA 7687 teacher incumbent applicants, the SDOs shall request for SST-I replacements to the BHROD-SED. The endorsed RA 10612 scholar-graduates endorsed by the DOST-SEI shall then replace the vacant/waived SST-I items.

The SDOs shall officially submit the list of waived items for SPIMS, DOST RA 7687, and RA 10612 with official waiver or other applicable means of verification of the waiving of beneficiaries/DOST scholar-graduates, provided that the SDO HRMOs have exhausted efforts and means to communicate with the scholars and beneficiaries.

8. Submission of Actual Deployment Report

In the submission of the actual deployment report, the following process shall be undertaken:

- a. The **SDO-SGOD Chief** shall review the deployment report prepared by the Division Planning Officer, ensuring that it is vetted by the Schools Division Superintendent (SDS) before submission. The vetted report, including both a scanned copy and an Excel file version, must be submitted to the RO-Administrative Division for consolidation not later than 20 June 2025. In case where it is necessary to deploy the JHS Teacher I to the annex school based on the teacher needs analysis conducted by the SDO instead of its mother school as provided in the deployment report for JHS, indicate in the column "Remarks", the School ID of the said annex school.
- b. The **RO-Administrative Division** shall ensure the accuracy of the number of items provided for each legislative district and SDO by level of education and by program (Regular, SPIMS, DOST, ALS, SNED). The attached regional template in Excel file shall be used by the RO-Administrative Division to consolidate the reports submitted by all SDOs.

Once the report is vetted by the **Regional Director**, the **RO-Administrative Division** shall forward the consolidated Excel file and the signed copy of the deployment report to the BHRD-SED via email at support.nspp@deped.gov.ph, with a copy furnished to bhrod.sed@deped.gov.ph on or before 30 June 2025.

9. **Monitoring of Filling-up of New Teaching Items.** The FY 2025 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 and update the system at pmis.deped.gov.ph** once the SDS signs the appointment paper of the newly hired teacher.
10. **Updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP).** SDOs are also reminded of the **timely updating of the PSIPOP** based on issued appointments in accordance with the National Budget Circular (NBC) No. 549 dated 13 October 2013.
11. **Timeline of Filling-Up.** All SDOs shall ensure 100% filling-up rate of all newly-created teaching positions on or before September 2025.

To achieve the 100% filling-up rate, the following measures must be observed:

- a. The CAR-RQA must be ready awaiting the issuance of NOSCA;
- b. Upon availability of the CAR-RQA and issuance of NOSCA, the necessary

publication of positions, hiring, and appointment of newly created items should immediately begin. Further, the filling-up of existing unfilled items and resulting vacancies shall likewise be fast-tracked and facilitated.

- c. Appointment and filling-up of positions shall be in accordance with COMELEC Reso No. 10999¹ and DepEd Memorandum No. 029, s. 2025².
- d. Appointment and assumption to duty may be made prior to school opening to allow for the undertaking of new employee orientation and/or capacity building and participation in school activities.

¹ Calendar of Activities and Periods of Certain Prohibited Acts in connection with the May 12, 2025 National and Local Elections (NLE), and BARMM Parliamentary Elections

² Grant of Continuing Authority from COMELEC to Appoint or Hire New Employees in the Department of Education during the Prohibited Period of the 2025 National and Local Elections