

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



Personnel-RM-2025-469

25 June 2025

Regional Memorandum
No. 469, s. 2025

**CONSOLIDATED LIST OF POSITIONS WITHIN THE DEPED
REGION IV-A (CALABARZON) THAT ARE UNDER CTI
STATUS, NO LONGER NEEDED, OR
CONSIDERED EXCESS**

To Schools Division Superintendents
(Antipolo City, Batangas City, Binan City, Cavite City, Dasmariñas City,
Lucena City, Quezon, Rizal, San Pablo City, and Santa Rosa City)

1. Enclosed is a copy of the letter-reply dated May 20, 2025 signed by **USec. WILFREDO E. CABRAL**, Undersecretary, Human Resource and Organizational Development (HROD), DepEd Central Office, Meralco Avenue, Pasig City containing instructions/advice/replies to requests regarding vacant positions in their jurisdictions that are under CTI status, no longer needed, or considered excess, as per the previously submitted consolidated list of positions within this Region.
2. Attention is invited to the second and third paragraphs of the said letter for information and guidance.
3. For any questions or clarifications, please contact the Bureau of Human Resource and Organizational Development-Organization Effectiveness Division (BHROD-OED) through email at bhrod.oed@deped.gov.ph or at telephone number (02) 8633-5375.


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



20 May 2025

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

DepEd Region IV-A (CALABARZON)

Cainta, Rizal

Dear **Director Escobarte**,

This has reference to your letter dated 21 February 2025 regarding the *consolidated list of positions within the DepEd Region IV-A (CALABARZON) that are either no longer needed or are considered excess*.

In connection, the Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development (BHRD), would like to inform you that based on **Section 12.f of CSC Resolution No. 1701009** or the **Omnibus Rules on Appointments and Other Human Resource Actions issued on 16 June 2017**, defined coterminous to incumbent (CTI) as "... In case of promotion or separation from the service through retirement, resignation, transfer, death of the incumbent, the position marked as **CTI shall automatically be abolished**."

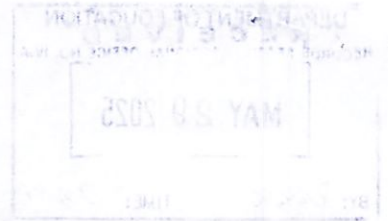
Furthermore, please find below the responses to the positions under the concerned Schools Division Offices (SDOs) of DepEd Region IV-A (CALABARZON):

1. For **Security Guard** and **Administrative Aide** items, SDOs are encouraged to fill the unfilled CTI items in accordance with **DM-HROD-2021-0096** or the *Clarificatory Guideline on the Filling Up of Administrative Support Items for DepEd Elementary and Secondary Schools*. The following positions are allowed to be filled based on the said guidelines:

School Level	Position	Quantity	Indicator
Elementary	Administrative Aide III (Clerk I)	1	For every school
	Security Guard I or Watchman I	1	
	Administrative Aide I (Utility Worker I)	1	
Secondary	Administrative Aide IV (Clerk I)	1	Per 400 students
	Administrative Aide III (Driver I)	1	Existence of a school motor vehicle registered under the name of the school

11835

CM



RECEIVED
MAY 29 2025
BY:

	Security Guard I or Watchman I	4	For every school; additional four (4) positions for each authorized extension campus
	Administrative Aide I (Utility Worker I)	1	Per 400 students

2. For the **Public Schools District Supervisor (PSDS)** item, the request for conversion cannot be granted, as there is an ongoing review of the School Redistricting Policy. This review considers the economic and geographical conditions present in various cities and provinces.
3. For the **Guidance Counselor** positions, request to “*amend current qualification standards*,” please note that under Republic Act (RA) 12080, or the Mental Health and Well Being Act, the existing guidance counselor and guidance coordinator positions will be reclassified into newly created positions under the said law. The eligibility and qualifications for these positions will be determined by DepEd, DBM, and CSC. This reclassification will reflect an increase in salary grades aligned with the responsibilities and qualifications required under the said Act.
4. For **other positions**, the request for conversion cannot be granted at this time. The BHROD is formulating a School Organizational Structure and Staffing Standards (SOSSS). This will provide a legal basis for staffing requirements for each school typology, which involves the determination of the required number of teachers, teaching-related, and school-based non-teaching personnel for each school. All schools will be evaluated once the policy on SOSSS is issued.

For any questions or clarifications, you may contact the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED) through email at bhrod.oed@deped.gov.ph or at telephone number (02) 8633-5375.

For your reference.

Very truly yours,

WILFREDO E. CABRAL

Undersecretary

Human Resource and Organizational Development

Copy furnished:

OFFICE OF THE SECRETARY

Department of Education

LERMA L. FLANDEZ

Schools Division Superintendent
Antipolo City

HERMOGENES M. PANGANIBAN

Schools Division Superintendent
Batangas City

MANUELA S. TOLENTINO

Schools Division Superintendent
Biñan City

JUAN R. ARAOJO, JR.

Schools Division Superintendent
Cavite City

ELIAS A. ALICAYA, JR. (OIC)

Schools Division Superintendent
Dasmariñas City

SUSAN DL. ORIBIANA

Schools Division Superintendent
Lucena City

ROMMEL C. BAUTISTA

Schools Division Superintendent
Quezon

DORIS DJ. ESTALILLA

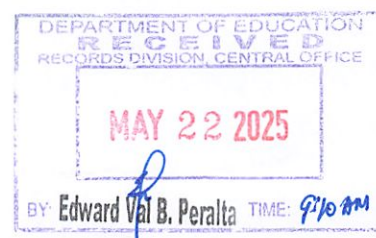
Schools Division Superintendent
Rizal

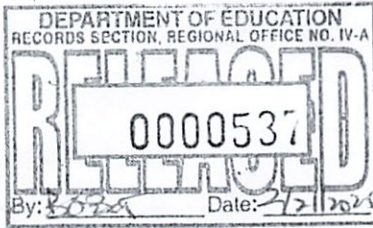
GERLIE M. ILAGAN

Schools Division Superintendent
San Pablo City

HEREBERTO JOSE D. MIRANDA

Schools Division Superintendent
Santa Rosa City





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

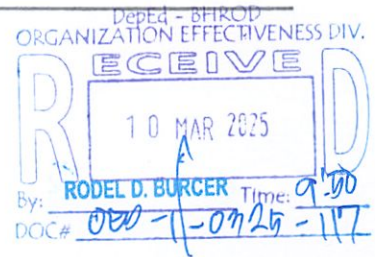


Admin-OT01-2025-341

February 21, 2025

WILFREDO E. CABRAL

Undersecretary
Bureau of Human Resource and Organizational Development
DepEd Central Office
Meralco Ave., Pasig City



Dear Usec. Cabral:

This is to respectfully submit the consolidated list of positions within the DepEd Region IV-A (Calabarzon) that are either no longer needed or are considered excess as of February 21, 2025.

Please acknowledge receipt hereof.

Very truly yours,

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Incls.: As stated

08/ROA/JGC

SDO	POSITION TITLE	PLANTILLA NUMBER	REMARKS
ANTIPOLO	Administrative Officer III	OSEC-DECSB-ADOF3-270220-2004	CTI - requesting for conversion to AO-II
BACOR	ADMINISTRATIVE OFFICER V	OSEC-DECSB-ADOF5-62-2004	CTI-item from CO incumbent Digna Cleofe-retired 10/12/2022
BATANGAS	NONE TO REPORT		
BATANGAS CITY	Guidance Counselor III	OSEC-DECSB-GUIDC3-240045-1998	Requesting for conversion to Administrative Officer II (Elementary/OSDS Plantilla)
	Guidance Counselor III	OSEC-DECSB-GUIDC3-240046-1998	Requesting for conversion to Administrative Officer II (Elementary/OSDS Plantilla)
	Guidance Counselor II	OSEC-DECSB-GUIDC2-240002-2002	Requesting for conversion to Administrative Officer II (Elementary/OSDS Plantilla)
	Guidance Counselor II	OSEC-DECSB-GUIDC2-270099-2016	Requesting for conversion to Administrative Officer II (SHS)
	Guidance Counselor II	OSEC-DECSB-GUIDC2-270100-2016	Requesting for conversion to Administrative Officer II (SHS)
	Guidance Counselor II	OSEC-DECSB-GUIDC2-270101-2016	Requesting for conversion to Administrative Officer II (SHS)
	PUBLIC SCHOOLS DISTRICT SUPERVISOR	OSEC-DECSB-PSDS-240127-1998	Unfilled CTI - requesting for conversion to AO II item
BINAN CITY	ADMINISTRATIVE AIDE I	OSEC-DECSB-ADA1-270704-2004	Unfilled CTI - requesting for conversion to AO II item
	INSTRUCTOR I	OSEC-DECSB-INST1-240001-2002	Requesting for conversion to Teacher I or Teacher II item
	INSTRUCTOR I	OSEC-DECSB-INST1-240002-2002	Requesting for conversion to Teacher I or Teacher II item
CABUYAO CITY	NONE TO REPORT		
CALAMBA CITY	NONE TO REPORT		
CAVITE PROVINCE	ADMINISTRATIVE AIDE IV (CT)	OSEC-DECSB-ADA4-270298-2004	Vacant CTI position
	ADMINISTRATIVE AIDE IV (CT)	OSEC-DECSB-ADA4-270274-2004	Vacant CTI position
	DENTAL AIDE (CT)	OSEC-DECSB-DTA-240031-1998	Vacant CTI position
	DENTAL AIDE (CT)	OSEC-DECSB-DTA-240038-1998	Vacant CTI position
	ASSISTANT SCHOOL PRINCIPAL III (CT)	OSEC-DECSB-ASP3-270062-2010	Vacant CTI position
	ADMINISTRATIVE OFFICER I (CT)	OSEC-DECSB-ADOI1-37-2004	Vacant CTI position (item is from Central Office)
CAVITE CITY	ASSISTANT SCHOOL PRINCIPAL III (CTI)	OSEC-DECSB-ASP3-270064-2010	Vacant Item(Disapproved request for regularization of item from DBM)
	PUBLIC SCHOOLS DISTRICT SUPERVISOR	OSEC-DECSB-PSDS-240184-1998	Vacant Item(Disapproved request for regularization of item from DBM)
	PUBLIC SCHOOLS DISTRICT SUPERVISOR	OSEC-DECSB-PSDS-240185-1998	Vacant Item(Disapproved request for regularization of item from DBM)
DASMARINAS CITY	Dental Aide	OSEC-DECSB-DTA-240035-1998	CTI (Dasmariñas Integrated High School)
	Guidance Counselor I	OSEC-DECSB-GUIDC1-270945-2010	Hard to Fill (Paliparan National High School) / request to lower the QS / request to convert Registrar I
	Guidance Counselor III	OSEC-DECSB-GUIDC3-240002-1999	Hard to Fill (Dasmariñas Integrated High School) / request to lower the QS
	Guidance Counselor III	OSEC-DECSB-GUIDC3-240002-2000	Hard to Fill (Dasmariñas Integrated High School) / request to lower the QS
	Guidance Counselor III	OSEC-DECSB-GUIDC3-240003-1998	Hard to Fill (Dasmariñas Integrated High School) / request to lower the QS
	Guidance Counselor III	OSEC-DECSB-GUIDC3-270004-2006	Hard to Fill (Dasmariñas Integrated High School) / request to lower the QS
	Guidance Counselor III	OSEC-DECSB-GUIDC3-270089-2004	Hard to Fill (Dasmariñas Integrated High School) / request to lower the QS
	Guidance Counselor II	OSEC-DECSB-GUIDC2-240001-2000	Hard to Fill (Dasmariñas Integrated High School) / request to lower the QS
	Guidance Counselor II	OSEC-DECSB-GUIDC2-240004-2002	Hard to Fill (Dasmariñas Integrated High School) / request to lower the QS
	Guidance Counselor II	OSEC-DECSB-GUIDC2-270083-2004	Hard to Fill (Dasmariñas Integrated High School) / request to lower the QS
	Guidance Counselor I	OSEC-DECSB-GUIDC1-240048-1998	Hard to Fill (Dasmariñas Integrated High School) / request to lower the QS
	Guidance Counselor I	OSEC-DECSB-GUIDC1-270084-2004	Hard to Fill (Dasmariñas Integrated High School) / request to lower the QS / request to convert Registrar I
	Guidance Counselor I	OSEC-DECSB-GUIDC1-270113-2008	Hard to Fill (Paliparan National High School) / request to lower the QS / request to convert Registrar I
	Guidance Counselor II	OSEC-DECSB-GUIDC2-270178-2016	Hard to Fill (Senior High School) / request to lower the QS / request to convert Registrar I
	Guidance Counselor II	OSEC-DECSB-GUIDC2-270179-2016	Hard to Fill (Senior High School) / request to lower the QS / request to convert Registrar I
	Guidance Counselor II	OSEC-DECSB-GUIDC2-270180-2016	Hard to Fill (Senior High School) / request to lower the QS / request to convert Registrar I
	Guidance Counselor II	OSEC-DECSB-GUIDC2-270181-2016	Hard to Fill (Senior High School) / request to lower the QS / request to convert Registrar I
	Guidance Counselor II	OSEC-DECSB-GUIDC2-270182-2016	Hard to Fill (Senior High School) / request to lower the QS / request to convert Administrative Officer II
	Guidance Counselor II	OSEC-DECSB-GUIDC2-270183-2016	Hard to Fill (Senior High School) / request to lower the QS / request to convert Administrative Officer II
	Guidance Counselor II	OSEC-DECSB-GUIDC2-270184-2016	Hard to Fill (Senior High School) / request to lower the QS / request to convert Administrative Officer II
	Guidance Counselor II	OSEC-DECSB-GUIDC2-270185-2016	Hard to Fill (Senior High School) / request to lower the QS / request to convert Administrative Officer II
	Guidance Counselor II	OSEC-DECSB-GUIDC2-270188-2016	Hard to Fill (Senior High School) / request to lower the QS / request to convert Administrative Officer II
GENERAL TRIAS CITY	NONE TO REPORT		
IMUS CITY	NONE TO REPORT		
LIPA CITY	SPECIAL SCIENCE TEACHER I	OSEC-DECSB-SPST1-270044-2022	No replacement was given despite the fact that we requested
	SPECIAL SCIENCE TEACHER I	OSEC-DECSB-SPST1-270087-2020	No replacement was given despite the fact that we requested
	SPECIAL SCIENCE TEACHER I	OSEC-DECSB-SPST1-270166-2021	No replacement was given despite the fact that we requested
LUCENA CITY	Administrative Officer III	OSEC-DECSB-ADOI3-270224-2004	Unfilled CTI - requesting for conversion to AO II item
	Administrative Officer III	OSEC-DECSB-ADOI3-270225-2004	Unfilled CTI - requesting for conversion to AO II item
	Administrative Officer III	OSEC-DECSB-ADOI3-270226-2004	Unfilled CTI - requesting for conversion to AO II item
	Administrative Aide II	OSEC-DECSB-ADA2-270236-2004	Unfilled CTI - requesting for conversion to AO II item

	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-270339-2016	requesting to convert to AOII positions or amend current qualification standards for Guidance Counselor I and II positions
	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-270340-2016	requesting to convert to AOII positions or amend current qualification standards for Guidance Counselor I and II positions
	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-270341-2016	requesting to convert to AOII positions or amend current qualification standards for Guidance Counselor I and II positions
	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-270342-2016	requesting to convert to AOII positions or amend current qualification standards for Guidance Counselor I and II positions
	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-270343-2016	requesting to convert to AOII positions or amend current qualification standards for Guidance Counselor I and II positions
	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-270344-2016	requesting to convert to AOII positions or amend current qualification standards for Guidance Counselor I and II positions
	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-270345-2016	requesting to convert to AOII positions or amend current qualification standards for Guidance Counselor I and II positions
	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-270346-2016	requesting to convert to AOII positions or amend current qualification standards for Guidance Counselor I and II positions
	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-270347-2016	requesting to convert to AOII positions or amend current qualification standards for Guidance Counselor I and II positions
	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-270348-2016	requesting to convert to AOII positions or amend current qualification standards for Guidance Counselor I and II positions
	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-270349-2016	requesting to convert to AOII positions or amend current qualification standards for Guidance Counselor I and II positions
	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-270350-2016	requesting to convert to AOII positions or amend current qualification standards for Guidance Counselor I and II positions
	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-270351-2016	requesting to convert to AOII positions or amend current qualification standards for Guidance Counselor I and II positions
	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-270352-2016	requesting to convert to AOII positions or amend current qualification standards for Guidance Counselor I and II positions
	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-270353-2016	requesting to convert to AOII positions or amend current qualification standards for Guidance Counselor I and II positions
SAN PABLO CITY	Dental Aide	OSEC-DECSB-DTA-240063-1998	CTI - With Letter of Request submitted to Usec Wilfredo Cabral for Fund Allocation for filling-up Vacant Position
	Dental Aide	OSEC-DECSB-DTA-270028-2004	CTI - With Letter of Request submitted to Usec Wilfredo Cabral for Fund Allocation for filling-up Vacant Position
	Administrative Aide IV	OSEC-DECSB-ADA4-270371-2004	CTI - With request for item conversion to Administrative Aide I
SAN PEDRO CITY	Guidance Coordinator III	OSEC-DECSB-GCOOR3-240038-1998	Vacant CTI position
SANTA ROSA CITY	Guidance Coordinator III	OSEC-DECSB-GCOOR3-240041-1998	Vacant - CTI position
	Guidance Coordinator III	OSEC-DECSB-GCOOR3-240040-1998	Vacant - CTI position
	Dental Aide IV	OSEC-DECSB-DTA-240040-1998	Vacant - CTI position
LAGUNA	NONE TO REPORT		- Guidance Coordinator III : 9 Unfilled CTI Positions to request for conversion non-teaching position for Division Office; - For the positions of Dental Aide - 2, Admin Aide I -1, Admin. Aide III -1, Admin. Aide IV - 9, already submitted requesting to fill up dated August 08, 2024 to DBM through Regional Office received dated Sept. 12, 2024.
STO. TOMAS CITY	NONE TO REPORT		
TANAUAN CITY	NONE TO REPORT		
TAYABAS CITY	NONE TO REPORT		