



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



Personnel-RM-2025-867

17 November 2025

Regional Memorandum
No. 867, s. 2025

**FILLING-UP OF NEWLY-CREATED SCHOOL-BASED TEACHING
AND NON-TEACHING ITEMS FOR FY 2020-2025
AND ORIENTATATION ON THE ONLINE
MONITORING TOOL**

To **Schools Division Superintendents**
Field Human Resource Management Officers (HRMOs)
All Others Concerned

1. Enclosed is a copy of MEMORANDUM DM-OUHROD-2025-3010 signed by **USec. WILFREDO E. CABRAL**, Undersecretary, Human Resource and Organizational Development, DepEd Central Office, Meralco Ave., Pasig City, titled "**Filling-Up of Unfilled Newly-Created School-Based Teaching and Non-Teaching Items for FY 2020-2025 and Orientation on the Online Monitoring Tool**," which is self-explanatory.
2. In view thereof, the BHROD-HRDD regularly monitors the filling-up of the newly created items under the New School Personnel Position (NSPP) program to ensure efficient program implementation. Further, DepEd's performance affects decisions on annual proposals for additional teaching and school-based non-teaching items.
3. It is important to ensure that all positions created in Regional Offices (ROs) and Schools Division Offices (SDOs) are 100% filled by December 31, 2025. The number of unfilled teaching and school-based non-teaching positions per SDO for FY 2020-2025 can be found in the **NSPP Unfilled Monitoring Tool** at bit.ly/NSPPUnfilledMonitoringTool.
4. Attention is invited to the third paragraph of the said memorandum for guidance and appropriate action.
5. Immediate dissemination of and compliance with this Memorandum are directed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Incl.: As stated

nb
08C/ROA/P1



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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-3010

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
FIELD HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Undersecretary for Human Resource and Organizational Development
E-signed by Wilfredo Cabral
10/30/2025 7:08:27 PM

SUBJECT : **FILLING-UP OF UNFILLED NEWLY-CREATED SCHOOL-BASED TEACHING AND NON-TEACHING ITEMS FOR FY 2020-2025 AND ORIENTATION ON THE ONLINE MONITORING TOOL**

DATE : October 28, 2025

The Office of the Undersecretary for Human Resource and Organizational Development (OUHROD), through the Bureau of Human Resource and Organizational Development (BHROD), regularly monitors the filling-up of the newly created items under the New School Personnel Position (NSPP) program to ensure efficient program implementation. Further, DepEd's performance affects decisions on annual proposals for additional teaching and school-based non-teaching items.

As such, it is imperative to **achieve a 100% filling-up rate by December 31, 2025** for all created items across Regional Offices (ROs) and Schools Division Offices (SDOs). The number of unfilled teaching and school-based non-teaching items per SDO for FY 2020-2025 is provided in the **NSPP Unfilled Monitoring Tool** accessible through this link: bit.ly/NSPPUnfilledMonitoringTool.

With this, the BHROD requests the DepEd field offices to perform and provide the following:

A. Schools Division Offices

Responsible: Division Human Resource Management Officers

1. Fast-track the hiring and appointment processes of all pending applications for school-based personnel;
2. Update the status of filling-up in the PMIS on or before the 15th and 30th of every month;



3. Account for the specific reasons and the particular specialization requirements of the remaining unfilled items from the created teaching positions by accomplishing the reporting template in the **NSPP Unfilled Monitoring Tool** with sheet names:
 - a. Teaching 2025
 - b. Teaching 2020-2024;
4. Account for the specific reasons for the non-fill-up of created school-based non-teaching items by accomplishing the reporting template in the **NSPP Unfilled Monitoring Tool** with sheet names:
 - a. Non-Teaching 2025
 - b. Non-Teaching 2020-2024; and
5. Accomplish the reporting template on or before **November 14, 2025**.

B. Regional Offices

Responsible: Regional Human Resource Management Officers

1. Provide technical support to SDOs in the expeditious filling-up of vacant school-based items;
2. Ensure timely reporting of the filling-up of items in the PMIS and Government Manpower Information System (GMIS) on or before the 15th and 30th of every month;
3. Assist their respective SDOs in accomplishing the reporting template;
4. Ensure data accuracy and verify the accounted reasons for non-fill-up and other requirements, both for teaching and school-based non-teaching items;
5. Facilitate the certification of the regional-level data approved by the Regional Directors after the SDOs have completed their respective reporting templates and notify the BHROD **on or before November 17, 2025**.

Further, the BHROD-School Effectiveness Division (SED) shall conduct an online orientation and provide technical assistance to support all responsible personnel in accomplishing the online tool for the said purpose. The details of the online activity are as follows:

Date: November 10, 2025; Monday

Time: 9:00 AM to 10:30 AM

Participants: Regional and Division HRMOs

Orientation Link: bit.ly/Orient_NSPPUnfilledMonitoring

For submissions, concerns, and clarifications regarding this request, you may contact the BHROD-SED at telephone number (02) – 8633-5397 or through email address at **support.nspp@deped.gov.ph**.

For immediate and appropriate action.

Copy furnished:

Office of the Secretary, Department of Education



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