



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

March 10, 2021

REGIONAL MEMORANDUM

No. **126**, s. 2021

**UPDATES ON THE PROPOSED POSITIONS FOR REGIONAL
 AND SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents
 All Others Concerned

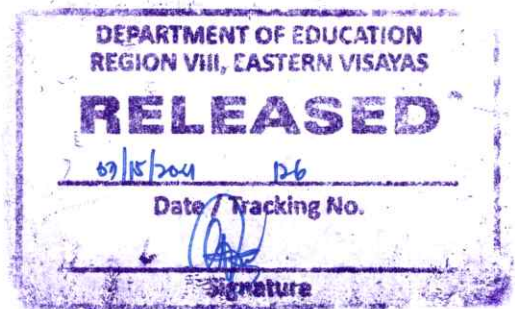
- Attached is Memorandum (DM-PHROD-2021-0135) dated 09 March 2021 with the subject **Updates on the Proposed Creation of Positions for Regional and Schools Division Offices.**
- For information and guidance.


MA. GEMMA MERCADO LEDESMA
 Regional Director

Enclosure: DM –PHROD-2021-0135
 Reference: DM –PHROD-2021-0135
 To be indicated in the Perpetual Index
 under the following subjects:

CREATION POSITIONS UPDATES

AD-PS-EDR





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY


PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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 03/10/21 # 1646
 1:40 pm Xdr Rep. [Signature]

MEMORANDUM
DM-PHROD-2021-0135

OFFICE OF THE DIRECTOR IV
 Date and Time Received: 10 MAR 2021 2:45
 Date and Time Released: 10 MAR 2021 4:22
 Signature: [Signature]

TO : UNDERSECRETARIES
 ASSISTANT SECRETARIES
 REGIONAL DIRECTORS
 ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
 JESUS L.R. MATEO
 Undersecretary for Planning, and Human Resource and
 Organizational Development

DEPARTMENT OF EDUCATION
 RECEIVED
 PERSONNEL SECTION
 DATE 3/10/2021 TIME 4:48 PM
 SIGNATURE [Signature]
 OFFICE NO. VIII

SUBJECT : Updates on the Proposed Creation of Positions for Regional and
 Schools Division Offices

DATE : 09 March 2021

This is to inform you of the efforts being done to review the Department's structure and staffing complement in order to strengthen the Department of Education (DepEd) units that implement the programs and projects supporting our schools.

Since the implementation of the Rationalization Program, series of consultations and several activities were conducted to check the effectiveness of our structure and assess the emerging requirements of the Department. The Bureau of Human Resource and Organizational Development (BHROD) - Organization Effectiveness Division (OED), has been in constant coordination with the Department of Budget and Management (DBM) - Organization, Position Classification, and Compensation Bureau (OPCCB) for guidance on the process and documentary requirements of organizational review and staffing modifications.

However, increasing the number of DepEd's staffing complement will need an enormous amount of funding. Thus, DBM recommended the following actions for the creation of new positions across governance levels:

- a. School organizational structure and staffing standards should be reviewed since schools were not included in the Rationalization Plan due to limited budget;
- b. Priority should still be given to filling up the vacant items of the Department;

OED [Signature]
 3/10/21

- c. Adherence to government-wide staffing standards specifically on the Organization and Staffing Standards and Guidelines (OSSG) and the Manual on Position Classification and Compensation; and
- d. Determine other sources of funds to support the financial requirements of the proposed new items such as:
 - i. Scrap & Build Scheme using the vacant Co-Terminus to the Incumbent (CTI) items;
 - ii. Prioritization of requests to be charged against the DepEd share/appropriation in the government-wide Miscellaneous Personnel Benefit Fund (MPBF) for FY 2021 and succeeding years' creation of new items

Some of the parameters considered in coming up with the various proposals have been as follows:

- a. Secretary's directives;
- b. Consistency and equity in the staffing composition of offices based on the approved rationalized staffing pattern (RSP);
- c. Prioritize offices with incomplete staffing complement due to the limitations set in the rationalization program e.g. small schools division offices
- d. Initial results of the teacher workload study; and
- e. Critical functions being performed as ad-hoc tasks by existing offices

In view of the above parameters and recommendations, we have submitted to DBM last May 2020 our request for creation of the following plantilla positions using the Personnel Services cost of the vacant Co-Terminus to the Incumbent (CTI) items across governance levels:

Function / Governance Level	Proposed Items for Creation
40 Small-sized Schools Division Offices	
Schools Division Office (SDO)	<ul style="list-style-type: none"> • Creation of the following positions for forty (40) small-sized SDOs: <ul style="list-style-type: none"> ↳ 40 Attorney III ↳ 40 Education Program Supervisor (SGOD) ↳ 40 Engineer III ↳ 40 Project Development Officer II (DRRM) ↳ 40 Administrative Officer IV (Property) ↳ 40 Administrative Officer IV (Records)
Legal Service	
Regional Office (RO)	<ul style="list-style-type: none"> • Creation of Legal Affairs Division headed by an Attorney V and transfer of the following existing staff from Legal Unit: <ul style="list-style-type: none"> ↳ 1 Attorney IV ↳ 1 Special Investigator III ↳ 1 Legal Assistant II ↳ 1 Administrative Assistant I
Procurement Service	
Regional Office	<ul style="list-style-type: none"> • Creation of a Procurement Section under the Administrative Division with the following items: <ul style="list-style-type: none"> ↳ 1 Administrative Officer V ↳ 1 Administrative Officer IV ↳ 1 Administrative Aide VI

Function / Governance Level	Proposed Items for Creation
Schools Division Office	<ul style="list-style-type: none"> Creation of Administrative Officer IV for four (4) Very Large SDOs only
Disaster Risk Reduction Management	
Regional Office	<ul style="list-style-type: none"> Creation of DRRM Unit under the Office of the Regional Director for each RO, with <ul style="list-style-type: none"> ↳ 1 Project Development Officer III as Unit Head
Education Facilities	
Regional Office	<ul style="list-style-type: none"> Creation of additional one (1) Engineer II for each Regional Offices
Planning	
Schools Division Office	<ul style="list-style-type: none"> Creation of 1 Project Development Officer II for SDO-SGOD (Planning and Research Unit) for each SDO

This office submitted to DBM the list of DepEd-wide vacant CTI items to be abolished for the above purpose. However, the budget was further trimmed down because there are reports from DBM that some field offices filled up these items that will be used for the request. As stated under **Item A.2.c, Sec. V of Deped Order No. 53, s. 2013, Implementing Guidelines for the DepEd Rationalization Plan**, "*CTI status positions shall be abolished upon vacancy due to appointment to another position, retirement, separation or transfer to another agency, at which time the funds corresponding to the vacant positions shall revert to the General Fund.*" Hence, we would also like to remind **all ROs and SDOs to refrain from filling-up any vacant CTI items.**

As to the SDO size reclassification, please note that this shall be determined based on the approval of the revised school and organizational staffing standards. Based on the standards used in the Rationalization Program, all field offices were affected due to the increase in number of learners and teachers when K to 12 was implemented. If the same criteria and number of positions per size category will be used, it will require the creation of 7,729 positions for 59 SDOS and funding requirements amounting to more than Php 2 Billion. DepEd shall continue to request for critical positions to support operations in multiyear basis scheme. SDOs no longer need to submit a request or a proposal for a size reclassification since requests will be submitted agency-wide subject to the approval of DBM.

For clarifications, your office may contact the Bureau of Human Resource and Organizational Development - Organization Effectiveness Division (BHR0D-OED) through email address bhrod.oed@deped.gov.ph.

For your information and guidance.

BHR0D-OED/Tiamson