



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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MEMORANDUM  
DM-HROD-2021-0082

TO: All Regional Directors  
All Schools Division Superintendents

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

  
**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Field Operations, Palarong Pambansa Secretariat, and DEACO

SUBJECT: Data Submission, Validation, and Filling up of Unfilled Principal 1 Positions

DATE: 17 August 2021

Earlier this year, this Office issued DM-PHROD-2021-0079 on the Data Gathering for Unfilled Principal 1 Positions in all Regions and Schools Division Offices. After data consolidation and analysis, three (3) crucial findings have been identified as follows:

1. Submission of a complete data set from all Schools Division Offices across regions who failed to provide the requested information;
2. Validation of the submitted data from February 2021 versus the latest PSIPOP data for a more accurate view of all unfilled Principal 1 positions in DepEd schools; and
3. Filling up of vacant Principal 1 positions to lessen the number of unfilled Principal 1 positions and to ensure that all schools must have a school head.

With regard to these, we request the assistance of all Regional Directors and Schools Division Superintendents to comply with the following:

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OKD mam  
8/24/21

### **1. Submission of Complete Data**

DepEd Regional Offices (RO) with no/incomplete data submission in February 2021 are requested to submit all the data required in the same excel form attached for your respective region.

### **2. Validation of Data Submitted Versus PSIPQP**

All DepEd Regional Offices (RO) to further validate the data submitted in February 2021 on the number of vacant Principal I items within the region (*please see Annex A*) by accomplishing the attached excel form. It is requested that all the information required in the form be provided based on the available data as of **15 August 2021**.

The name and position of the encoder in the online form shall be declared. Kindly upload the validated excel form to this google folder link: <https://tinyurl.com/PIValidation> **on or before 31 August 2021**.

### **3. Filling-up of Principal 1 Positions**

The submitted data as of February 2021 shows the existence of Schools Division Offices (SDOs) with a high number of unfilled Principal 1 positions and no qualified applicants due to failure of passing the Principals' Test (PT) or the National Qualifying Exam for School Heads (NQESH). Meanwhile, there are also numerous SDOs with surplus numbers of PT/NQESH passers who are not yet appointed. To address the issue of not appointing these Principal 1 passers in schools, the RDs/SDSs through their HRMPSBs across DepEd offices are reminded of the following provisions cited in DepEd Order 47, s. 2007 on the Revised Guidelines on Selection, Promotion, and Designation of School Heads:

1. Any vacancy for Principal position shall be opened to all qualified candidates from **within and outside** the SDO where the vacancies exist.
2. The appointment of a School Principal shall be **non-station** specific.

Thus, HRMPSBs across DepEd Offices are advised to invite and accept qualified applicants from nearby SDOs. Regional Offices are thus requested to monitor possible movements and provide assistance to the concerned SDOs to address this concern.

For any inquiries/concerns, please contact Ms. Ma. Fatima Luzviminda B. Angeles of the BHROD-HRDD at the telephone number (02) [8470-6630] and/or through her official email address at [fatima.angeles002@deped.gov.ph](mailto:fatima.angeles002@deped.gov.ph).

For information and strict compliance.

BHROD-HRDD/Dica

**ANNEX A**

*For Data Validation*

Region	Division	As of November 2021			As of February 2021		
		Total Authorized	Filled	Unfilled	Total Authorized	Filled	Unfilled
<b>Grand Total</b>		<b>13,969</b>	<b>12,290</b>	<b>1,679</b>	<b>12954</b>	<b>11245</b>	<b>1714</b>
Cordillera Administrative Region (CAR)	<b>Total</b>	547	538	9	645	634	10
	Division of Abra	81	78	3	100	99	1
	Division of Apayao	44	44	0	51	50	1
	Division of Baguio City	28	28	0	51	50	1
	Division of Benguet	132	128	4	154	149	5
	Division of Ifugao	87	87	0	101	100	1
	Division of Kalinga	50	48	2	59	59	0
	Division of Mt. Province	89	89	0	93	93	0
	Division of Tabuk City	36	36	0	36	34	1
National Capital Region (NCR)	<b>Total</b>	286	167	119	66	49	17
	Division of Caloocan	28	24	4	28	28	0
	Division of Las Piñas	3	3	0	14	0	14
	Division of Makati	18	12	6	<i>*did not submit data</i>		
	Division of Malabon City	14	14	0	<i>*did not submit data</i>		
	Division of Mandaluyong	9	7	2	<i>*did not submit data</i>		
	Division of Manila	116	18	98	<i>*did not submit data</i>		
	Division of Marikina	9	5	4	<i>*did not submit data</i>		

	Division of Muntinlupa	2	2	0	<i>*did not submit data</i>		
	Division of Navotas City	4	4	0	<i>*did not submit data</i>		
	Division of Parañaque	9	9	0	24	21	3
	Division of Pasay City	10	8	2	<i>*did not submit data</i>		
	Division of Pasig City	10	10	0	<i>*did not submit data</i>		
	Division of Quezon City	24	24	0	<i>*did not submit data</i>		
	Division of San Juan City	3	3	0	<i>*did not submit data</i>		
	Division of Taguig and Pateros	12	11	1	<i>*did not submit data</i>		
	Division of Valenzuela	15	13	2	<i>*did not submit data</i>		
<b>Region I - Ilocos</b>	<b>Total</b>	<b>596</b>	<b>588</b>	<b>8</b>	<b>595</b>	<b>589</b>	<b>6</b>
	Division of Alaminos City	11	11	0	11	11	0
	Division of Batac City	6	6	0	6	6	0
	Division of Candon City	7	7	0	7	7	0
	Division of Dagupan City	13	13	0	13	13	0
	Division of Ilocos Norte	89	89	0	89	88	1
	Division of Ilocos Sur	58	56	2	57	56	1
	Division of La Union	54	54	0	54	54	0
	Division of Laoag City	12	12	0	12	12	0
	Division of Pangasinan I	225	224	1	225	224	1
	Division of Pangasinan II	62	60	2	62	62	0

	Division of San Carlos City	33	33	0	33	33	0
	Division of San Fernando City	10	9	1	10	8	2
	Division of Urdaneta City	10	9	1	10	10	0
	Division of Vigan City	6	5	1	6	5	1
Region II - Cagayan Valley	<b>Total</b>	<b>495</b>	<b>472</b>	<b>23</b>	<b>495</b>	<b>471</b>	<b>24</b>
	Division of Batanes	16	14	2	16	13	3
	Division of Cagayan	164	155	9	164	155	9
	Division of Cauayan City	11	11	0	11	11	0
	Division of Ilagan City	11	11	0	11	11	0
	Division of Isabela	172	162	10	172	162	10
	Division of Nueva Vizcaya	72	71	1	72	70	2
	Division of Quirino	31	31	0	31	31	0
	Division of Santiago City	11	11	0	11	11	0
	Division of Tuguegarao City	7	6	1	7	7	0
	Region III - Central Luzon	<b>Total</b>	<b>1,198</b>	<b>1,134</b>	<b>64</b>	<b>1034</b>	<b>962</b>
Division of Angeles City		30	23	7	<i>*did not submit data</i>		
Division of Aurora		38	38	0	38	37	1
Division of Balanga City		6	5	1	6	6	0
Division of Bataan		72	72	0	72	72	0
Division of Bulacan		166	156	10	166	150	16
Division of Cabanatuan City		28	28	0	28	28	0

	Division of Gapan City	6	6	0	<i>*did not submit data</i>		
	Division of Mabalacat City	11	11	0	<i>*did not submit data</i>		
	Division of Malolos City	3	3	0	3	2	1
	Division of Meycauayan City	10	10	0	10	10	0
	Division of Muñoz Science City	11	11	0	11	11	0
	Division of Nueva Ecija	211	206	5	211	211	0
	Division of Olongapo City	4	4	0	4	0	0
	Division of Pampanga	198	180	18	198	179	19
	Division of San Fernando City	18	18	0	18	18	0
	Division of San Jose City	26	26	0	0	0	0
	Division of San Jose del Monte City	20	20	0	20	20	0
	Division of Tarlac	212	198	14	212	190	22
	Division of Tarlac City	37	29	8	37	28	9
	Division of Zambales	91	90	1	<i>*did not submit data</i>		
<b>Region IVA - CALABARZON</b>	<b>Total</b>	<b>1,350</b>	<b>907</b>	<b>443</b>	<b>1422</b>	<b>883</b>	<b>539</b>
	Division of Antipolo City	17	13	4	17	14	3
	Division of Bacoor City	10	5	5	12	6	6
	Division of Batangas	236	187	49	282	174	108
	Division of Batangas City	16	10	6	18	9	9
	Division of Biñan City	9	9	0	23	6	17

	Division of Cabuyao City	14	9	5	14	9	5
	Division of Calamba City	29	21	8	35	22	13
	Division of Cavite	107	56	51	107	49	58
	Division of Cavite City	6	6	0	6	5	1
	Division of Dasmariñas City	8	8	0	10	4	6
	Division of General Trias City	14	5	9	14	4	10
	Division of Imus City	9	5	4	9	6	3
	Division of Laguna	164	141	23	164	147	17
	Division of Lipa City	32	27	5	32	27	5
	Division of Lucena City	27	25	2	27	25	2
	Division of Quezon	401	227	174	401	219	182
	Division of Rizal	158	81	77	158	88	70
	Division of San Pablo City	45	32	13	45	31	14
	Division of Sta. Rosa City	11	11	0	11	11	0
	Division of Tanauan City	24	17	7	24	15	9
	Division of Tayabas City	13	12	1	13	12	1
<b>Region IVB - MIMAROPA</b>	<b>Total</b>	<b>530</b>	<b>441</b>	<b>89</b>	<b>530</b>	<b>429</b>	<b>101</b>
	Division of Calapan City	13	13	0	13	13	0
	Division of Marinduque	74	66	8	74	59	15
	Division of Occidental Mindoro	48	32	16	48	32	16

	Division of Oriental Mindoro	102	102	0	102	102	0
	Division of Palawan	178	116	62	178	115	63
	Division of Puerto Princesa City	33	33	0	33	33	0
	Division of Romblon	82	79	3	82	75	7
<b>Region V - Bicol</b>	<b>Total</b>	<b>1,610</b>	<b>1,503</b>	<b>107</b>	<b>1601</b>	<b>1486</b>	<b>115</b>
	Division of Albay	253	196	57	254	190	64
	Division of Camarines Norte	139	135	4	135	134	1
	Division of Camarines Sur	412	404	8	406	390	16
	Division of Catanduanes	94	92	2	94	92	2
	Division of Iriga City	27	27	0	27	27	0
	Division of Legazpi City	33	31	2	33	32	1
	Division of Ligao City	42	37	5	42	37	5
	Division of Masbate	284	261	23	284	261	23
	Division of Masbate City	26	25	1	31	29	2
	Division of Naga City	28	28	0	28	28	0
	Division of Sorsogon	191	188	3	191	191	0
	Division of Sorsogon City	50	49	1	45	45	0
	Division of Tabaco City	31	30	1	31	30	1
<b>Region VI - Western Visayas</b>	<b>Total</b>	<b>1,199</b>	<b>1,104</b>	<b>95</b>	<b>1347</b>	<b>1251</b>	<b>106</b>
	Division of Aklan	87	83	4	87	83	4
	Division of Antique	128	128	0	176	176	0



	Division of Bacolod City	15	12	3	15	12	3
	Division of Bago City	32	23	9	46	35	11
	Division of Cadiz City	28	22	6	43	34	9
	Division of Capiz	93	77	16	92	90	2
	Division of Escalante City	20	18	2	20	19	1
	Division of Guimaras	31	31	0	31	31	0
	Division of Himamaylan City	17	7	10	17	7	10
	Division of Iloilo	316	291	25	457	426	41
	Division of Iloilo City	27	27	0	27	23	4
	Division of Kabankalan City	53	52	1	<i>*did not submit data</i>		
	Division of La Carlota City	12	12	0	12	12	0
	Division of Negros Occidental	235	224	11	236	225	11
	Division of Passi City	17	16	1	<i>*did not submit data</i>		
	Division of Roxas City	7	7	0	7	7	0
	Division of Sagay City	24	24	0	24	23	1
	Division of San Carlos City	27	26	1	27	26	1
	Division of Silay City	16	11	5	16	9	7
	Division of Sibalay City	14	13	1	14	13	1
Region VII - Central Visayas	<b>Total</b>	<b>1,546</b>	<b>1,394</b>	<b>152</b>	<b>1360</b>	<b>1219</b>	<b>141</b>
	Division of Bais City	22	17	5	22	17	5

	Division of Bayawan City	41	35	6	<i>*did not submit data</i>		
	Division of Bogo City	9	9	0	<i>*did not submit data</i>		
	Division of Bohol	343	341	2	343	341	2
	Division of Carcar City	29	20	9	<i>*did not submit data</i>		
	Division of Cebu City	62	62	0	62	62	0
	Division of Cebu Province	512	432	80	512	422	90
	Division of Danao City	19	17	2	19	17	2
	Division of Dumaguete City	14	14	0	<i>*did not submit data</i>		
	Division of Guihulngan City	26	26	0	37	34	3
	Division of Lapu-lapu City	38	30	8	<i>*did not submit data</i>		
	Division of Mandaue City	17	17	0	<i>*did not submit data</i>		
	Division of Naga City	11	9	2	11	8	3
	Division of Negros Oriental	232	229	3	232	229	3
	Division of Siquijor	33	31	2	<i>*did not submit data</i>		
	Division of Tagbilaran City	16	15	1	<i>*did not submit data</i>		
	Division of Talisay City	31	21	10	31	21	10
	Division of Tanjay City	42	35	7	42	35	7
	Division of Toledo City	49	34	15	49	33	16
<b>Region VIII - Eastern Visayas</b>	<b>Total</b>	<b>910</b>	<b>856</b>	<b>54</b>	<b>985</b>	<b>921</b>	<b>64</b>
	Division of Baybay City	12	12	0	12	12	0

	Division of Biliran	51	51	0	51	51	0
	Division of Borongan City	13	12	1	13	13	0
	Division of Calbayog City	40	39	1	33	33	0
	Division of Catbalogan City	19	15	4	19	6	13
	Division of Eastern Samar	96	90	6	96	92	4
	Division of Leyte	279	278	1	279	278	1
	Division of Maasin City	33	33	0	33	33	0
	Division of Northern Samar	104	88	16	215	199	16
	Division of Ormoc City	28	27	1	<i>*did not submit data</i>		
	Division of Samar	120	99	21	120	98	22
	Division of Southern Leyte	97	96	1	98	90	8
	Division of Tacloban City	18	16	2	16	16	0
<b>Region IX - Zamboanga Peninsula</b>	<b>Total</b>	<b>600</b>	<b>494</b>	<b>106</b>	<b>628</b>	<b>506</b>	<b>122</b>
	Division of Dapitan City	17	7	10	20	7	13
	Division of Dipolog City	15	14	1	18	18	0
	Division of Isabela City	37	11	26	37	10	27
	Division of Pagadian City	21	18	3	23	17	6
	Division of Zamboanga City	89	67	22	116	85	31
	Division of Zamboanga del Norte	164	138	26	164	138	26
	Division of Zamboanga del Sur	162	146	16	157	142	15

	Division of Zamboanga Sibugay	95	93	2	93	89	4
Region X - Northern Mindanao	<b>Total</b>	<b>918</b>	<b>876</b>	<b>42</b>	<b>201</b>	<b>190</b>	<b>11</b>
	Division of Bukidnon	205	191	14	<i>*did not submit data</i>		
	Division of Cagayan de Oro City	60	57	3	<i>*did not submit data</i>		
	Division of Camiguin	42	42	0	42	42	0
	Division of El Salvador City	7	7	0	<i>*did not submit data</i>		
	Division of Gingoog City	30	29	1	<i>*did not submit data</i>		
	Division of Iligan City	51	45	6	51	45	6
	Division of Lanao del Norte	175	163	12	<i>*did not submit data</i>		
	Division of Malaybalay City	25	25	0	<i>*did not submit data</i>		
	Division of Misamis Occidental	81	78	3	81	78	3
	Division of Misamis Oriental	134	133	1	<i>*did not submit data</i>		
	Division of Oroquieta City	19	18	1	27	25	2
	Division of Ozamiz City	33	32	1	<i>*did not submit data</i>		
	Division of Tangub City	22	22	0	<i>*did not submit data</i>		
	Division of Valencia City	34	34	0	<i>*did not submit data</i>		
Region XI - Davao	<b>Total</b>	<b>755</b>	<b>570</b>	<b>185</b>	<b>823</b>	<b>627</b>	<b>196</b>
	Division of Compostela Valley	112	111	1	105	104	1
	Division of Davao City	164	103	61	139	77	62

	Division of Davao del Norte	64	62	2	69	68	1
	Division of Davao del Sur	160	89	71	214	141	73
	Division of Davao Occidental	43	34	9	52	38	14
	Division of Davao Oriental	78	65	13	78	63	15
	Division of Digos City	25	18	7	25	18	7
	Division of Island Garden City of Samal	32	31	1	43	42	1
	Division of Mati City	43	32	11	69	52	17
	Division of Panabo City	22	15	7	22	17	5
	Division of Tagum City	12	10	2	7	7	0
<b>Region XII - SOCCSKSARGEN</b>	<b>Total</b>	<b>954</b>	<b>829</b>	<b>125</b>	<b>956</b>	<b>827</b>	<b>129</b>
	Division of Cotabato	340	314	26	333	307	26
	Division of General Santos City	63	60	3	63	57	6
	Division of Kidapawan City	35	33	2	35	33	2
	Division of Koronadal City	36	31	5	36	31	5
	Division of Sarangani	139	126	13	139	126	13
	Division of South Cotabato	149	130	19	149	130	19
	Division of Sultan Kudarat	170	113	57	170	113	57
	Division of Tacurong City	22	22	0	31	30	1
	<b>Total</b>	<b>475</b>	<b>417</b>	<b>58</b>	<b>266</b>	<b>201</b>	<b>65</b>

Region XIII - CARAGA	Division of Agusan del Norte	44	41	3	44	41	3
	Division of Agusan del Sur	109	108	1	<i>*did not submit data</i>		
	Division of Bayugan City	14	14	0	14	14	0
	Division of Bislig City	22	22	0	22	18	4
	Division of Butuan City	40	40	0	40	40	0
	Division of Cabadbaran City	12	7	5	12	7	5
	Division of Dinagat Island	33	13	20	33	12	21
	Division of Siargao	28	13	15	28	7	21
	Division of Surigao City	20	13	7	20	13	7
	Division of Surigao del Norte	38	37	1	38	35	3
	Division of Surigao del Sur	100	94	6	<i>*did not submit data</i>		
	Division of Tandag City	15	15	0	15	14	1

BHROD-HRDD/D020