



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

April 7, 2022

**REGIONAL MEMORANDUM**

No. **335**, 2022

**INVENTORY OF SCHOOL-BASED NON-TEACHING POSITIONS  
DEPLOYED IN 2017, 2018, 2020, AND 2021**

To: Schools Division Superintendents  
Division HRMOs  
All Others Concerned

1. Attached is Memorandum DM-HROD-2022-0494 dated March 30, 2022 with the subject: **Inventory of School-Based Non-Teaching Positions Deployed in 2017, 2018, 2020, and 2021.**
2. In view thereof, kindly accomplish the attached template and submit on or before **April 8, 2022**, via email address: **personnel.region8@deped.gov.ph** for consolidation before submission to BHROD, DepED Central Office.
3. For information and guidance.

  
**EVELYN R. FETALVERO, CESO IV**

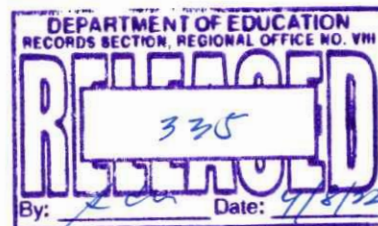
Regional Director

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

INVENTORY  
NON-TEACHING POSITIONS  
SCHOOL-BASED



AD-PS-EDR





OFFICE OF THE DIRECTOR IV  
 05 APR 2022  
 05 APR 2022

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

003178

MEMORANDUM  
 DM-HROD-2022-0494

RECEIVED  
 PERSONNEL SECTION  
 \* DATE 4/6/22 TIME 9:02 am  
 SIGNATURE *W*

RECEIVED  
 4/5/22  
*DD*

TO : ALL REGIONAL DIRECTORS  
 SCHOOLS DIVISION SUPERINTENDENTS  
 DIVISION HUMAN RESOURCE MANAGEMENT OFFICERS

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

SUBJECT : INVENTORY OF SCHOOL-BASED NON-TEACHING  
 POSITIONS DEPLOYED IN 2017, 2018, 2020, AND 2021

DATE : 30 March 2022

Over the years, the Department of Education (DepEd) has been requesting for the creation of various non-teaching positions for schools from the Department of Budget and Management (DBM) to support the 10-Point Agenda of Secretary Leonor Magtolis Briones, *to reduce the non-teaching workload of teachers and to improve employee welfare.*

In summary, this Department has deployed school-based non-teaching positions from FY 2017 to FY 2021, namely:

| Position   | Year of Creation/<br>Deployment | No. of Deployed Items |
|--|---------------------------------|-----------------------|
| Administrative Assistant III<br>(Senior Bookkeeper)    | 2017                            | 2,641                 |
|  | 2018                            | 2,627                 |
| Administrative Assistant II<br>(Disbursing Officer II) | 2017                            | 3,996                 |
|  | 2018                            | 2,637                 |
| Administrative Officer II                              | 2020                            | 4,922                 |
|  | 2021                            | 4,840                 |

Given this, the Bureau of Human Resource and Organizational Development (BHROD) shall conduct an inventory of these above-mentioned positions *to know if they are stationed in the intended recipient-schools.*

*ORV emm*  
 4/5/22

This shall also be done *to have an accurate database that will serve as reference in the preparation of the proposed school-based non-teaching items in the next budget cycle.*

In view of the foregoing, kindly accomplish the attached template (Annex A) and submit on or before **08 April 2022**, via this email address: [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

For clarifications or concerns, please contact Mr. Jeric Francis Llanto of the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) through the email address provided above.

For compliance and appropriate action.

Inventory of School-based Non-Teaching Personnel  
FY 2017-2021

**Instructions for using the template:**

1. Avoid any alteration or modification of the template (i.e., column deletion, merging, etc.).
2. Accomplish the template completely and accurately, ensuring that all required fields are filled out.
3. For personnel assigned to cluster schools, kindly provide the following:
  - a. All schools assigned to the personnel should be identified.
  - b. In case of two or more schools in a cluster, entries must be in separate rows.
  - c. Mother school of the cluster schools must be identified. **Mother school** refers to one of the cluster schools where the personnel reports longer hours.
4. Submit the collated reports per region in Excel (.xlsx) format through email address [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph)

| Region                | Division        | Item/Position<br>(ADAS III, ADAS II,<br>AO II) | Plantilla No.                | Date of<br>Assignment<br>(mm/dd/yyyy) | Name of Personnel<br>(Surname, Given<br>Name, Middle Initial) | Place of Current Assignment<br>(indicate whether SDO or<br>Name of School/s) | School ID | School Assignment Category<br>(Mother School, Cluster<br>School) | Remarks                                      |
|-----------------------|-----------------|--|------------------------------|---------------------------------------|---|--|-----------|--|--|
| <b>Sample Entries</b> |                 |  |                              |                                       |   |  |           |  |  |
| Region I              | Ilocos Sur      | AO II  | OSEC-DECSB-ADOF2-123456-2020 | 1/12/2020                             | Dela Cruz, Juan A.  | ABC Elementary School  | 113322    | N/A  | Personnel is assigned to only one (1) school |
| Region II             | Tuguegarao City | ADAS II  | OSEC-DECSB-ADAS2-145670-2021 | 12/1/2022                             | Dela Cruz, Pedro B.   | SDO Tuguegarao City  | N/A       | N/A  | Personnel is assigned in SDO/District        |
| Region IV-A           | Laguna          | AO II  | OSEC-DECSB-ADOF2-145697-2021 | 5/12/2021                             | Dela Cruz, Juana E.   | Laguna High School   | 345678    | Mother School  | Personnel is assigned in cluster schools     |
| Region IV-A           | Laguna          | AO II  | OSEC-DECSB-ADOF2-145697-2021 | 5/12/2021                             | Dela Cruz, Juana E.   | Laguna Elementary School   | 155555    | Cluster School   | Personnel is assigned in cluster schools     |
| Region IV-A           | Laguna          | AO II  | OSEC-DECSB-ADOF2-145697-2021 | 5/12/2021                             | Dela Cruz, Juana E.   | Laguna Primary School  | 111111    | Cluster School   | Personnel is assigned in cluster schools     |
|                       |                 |  |                              |                                       |   |  |           |  |  |
|                       |                 |  |                              |                                       |   |  |           |  |  |
|                       |                 |  |                              |                                       |   |  |           |  |  |

Prepared by:

\_\_\_\_\_  
(Name of Personnel)  
Designation

Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
(Name of Approving Authority)  
Designation

Date: \_\_\_\_\_