



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

May 13, 2022

REGIONAL MEMORANDUM

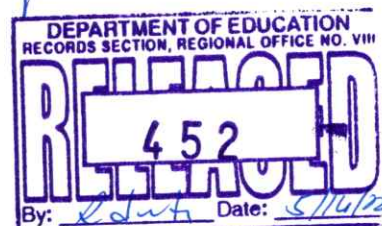
No. **452**, s. 2022

**UPDATING OF THE STATUS OF FILLING-UP OF NEWLY CREATED
TEACHING ITEMS FROM FISCAL YEAR (FY) 2016-2021**

To: Schools Division Superintendents
Division HRMOs
All Others Concerned

1. Attached is Memorandum DM-HROD-2022-0765 dated 27 April 2022 with the subject: **Updating of the Status of Filling-Up of Newly Created Teaching Items from Fiscal Year (FY) 2016-2021.**
2. Immediate dissemination of and immediate compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director



Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

NEW TEACHING POSITION REPORT STATUS OF FILLING-UP

AD-PS-EDR





OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
 12 MAY 2022
 IR IV
 Signature
 Signature

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2022-0765

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : CHIEF ADMINISTRATIVE OFFICERS
ADMINISTRATIVE OFFICERS, PERSONNEL SECTION

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

SUBJECT : UPDATING OF THE STATUS OF FILLING-UP OF
NEWLY CREATED TEACHING ITEMS FROM
FISCAL YEAR(FY) 2016-2021

DATE : April 27, 2022

Pursuant to the Special Provision (SP) of the FY 2022 General Appropriations Act (GAA) on the filling up of vacant positions, the DepEd Central Office, through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED), requests for the urgent reporting and updating of filled-up newly-created teaching items from FY 2016-2021. Consequently, it is also requested that concerned offices in the Regions and Schools Divisions identify reasons for the non-filling-up of said items.

To further emphasize, the Department’s utilization rate in terms of filling-up the newly-created teaching items shall affect the decision of the Department of Budget and Management –Executive Review Board (DBM-ERB) on the DepEd’s annual proposal for additional teaching items. As an oversight agency to DepEd, the DBM regularly monitors the creation and filling-up of teaching items.

As of April 15, 2022, **5,139** newly-created teaching items from FY 2016-2021 remain unfilled (refer to the table below). The data also show that **no region** achieved a 100% filling-up rate for the newly-created teaching items. Thus, all SDOs which are yet to achieve 100% rate in filling-up newly – created positions are instructed to update the status of filling-up for FY 2016-2021.

The table below indicates the data on filling-up of newly-created positions from FY 2016-2021:

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 5/12/22

**DATA ON FILLING-UP RATE OF NEWLY - CREATED TEACHING ITEMS
FROM FY 2016-2021 BY REGION**

Region	Total Created Position						Total	Total Utilization by percent	Total No. of Unfilled
	2016	2017	2018	2019	2020	2021			
CAR	1,004	965	969	168	208	297	3,611	97.62%	86
NCR	4,566	1,574	5,394	211	636	380	12,761	95.68%	551
Region I	2,646	3,346	3,396	498	367	575	10,828	99.38%	67
Region II	1,994	2,417	2,436	470	459	635	8,411	96.86%	264
Region III	5,898	4,497	8,610	853	1,085	1,020	21,963	95.88%	905
Region IV-A	7,987	4,717	11,864	925	1,509	935	27,937	97.07%	818
Region IV-B	2,302	2,147	3,463	354	318	335	8,919	99.29%	63
Region V	4,028	4,976	6,328	755	452	570	17,109	98.16%	314
Region VI	4,389	4,942	5,626	753	748	890	17,348	96.39%	627
Region VII	5,121	5,269	6,738	1,114	763	705	19,710	98.55%	285
Region VIII	3,263	3,928	4,404	417	459	637	13,108	98.76%	162
Region IX	2,348	2,225	3,645	571	429	402	9,620	96.42%	344
Region X	2,782	2,946	4,189	503	829	727	11,976	98.79%	145
Region XI	3,456	3,120	4,709	569	720	514	13,088	96.57%	449
Region XII	2,819	3,134	4,102	588	517	527	11,687	99.76%	28
Caraga	2,214	2,424	2,674	332	340	561	8,545	99.64%	31
Total	56,817	52,627	78,547	9,081	9,839	9,710	216,621	97.63%	5,139

For FY 2016-2018, the SDOs shall update the attached status of filling-up of newly-created teaching items for three (3) years, disaggregated by Level as of May 15, 2022. Kindly refer to Annex A.1 for FY 2016; Annex A.2 for FY 2017; and Annex A.3 for FY 2018. Reported filled-up items must also be supported with the profile and assignment of newly hired teachers using the prescribed template attached as *Annex B*, including reasons for non-filling-up in the column "Remarks."

However, for FY 2019-2021, it is requested that field offices report the status of filling-up in the Program Management Information System (PMIS) on or before May 15, 2022. A template (refer to Annex A.4 for FY 2019; Annex A.5 for FY 2020; and Annex A.6 for FY 2021) is also provided to update the total number of unfilled items as of May 15, 2022 and document reasons for non-filling-up of these items.

All field offices are also instructed to update the Personal Services Itemization and Plantilla of Personnel (PSIPOP) under DBM's National Budget Circular No. 549 dated October 21, 2013. These updates will be used as basis to determine Personnel Services requirements for both filled and unfilled positions and are necessary for FY 2023 budget preparation.

To ensure timely accomplishment of these updates, it is further requested from field offices to observe the following deadlines:

- a. Schools Division Offices (SDOs) submit their reports (*accomplished Annexes A.1-A.3 and Annex B for FY 2016-2018 and Annexes A.4-A.6 for FY 2019-2021*) to their respective Regional Offices **on or before May 16, 2022**
- b. Regional Offices (ROs) consolidate submissions from their SDOs and forward to BHROD-SED the following files on or before **May 23, 2022**:
 1. Scanned copy of the consolidated report which is duly signed by the Regional Director; and
 2. Editable Excel File (not necessarily signed) of the consolidated report.

For submissions, queries, and clarifications regarding this Memorandum, please coordinate with **Mr. Jeric Francis C. Llanto** of the BHROD-SED through email at bhrod.sed@deped.gov.ph.

For your appropriate action.

**STATUS OF FILLING-UP FOR Kindergarten to SHS
SY 2016-2021**

Region: Region VIII

Division	Total Created Position						Total	Total Utilization by percent	Total No. of Unfilled
	2016	2017	2018	2019	2020	2021			
Baybay City	80	77	148	11	21	23	360	99.72%	1
Biliran	150	163	108	20	14	27	482	98.96%	5
Borongan City	40	66	43	6	7	6	168	98.81%	2
Calbayog City	115	161	185	16	11	38	526	100.00%	-
Catbalogan City	65	81	81	12	8	12	259	99.61%	1
Eastern Samar	357	440	325	21	31	64	1,238	97.25%	34
Leyte	959	1,172	1,349	129	166	183	3,958	99.60%	16
Maasin City	33	18	56	4	13	11	135	100.00%	-
Northern Samar	501	567	677	83	46	55	1,929	98.55%	28
Ormoc City	147	158	258	13	27	34	637	99.53%	3
Samar (Western Samar)	450	658	628	32	48	104	1,920	96.98%	58
Southern Leyte	210	264	303	51	49	58	935	98.93%	10
Tacloban City	156	103	243	19	18	22	561	99.29%	4
Total	3,263	3,928	4,404	417	459	637	####	98.76%	162

As of 15 April 2022

Region/Division	Total Created Items			Number of Filled-up Items					Unfilled Positions as of April 15, 2022	Unfilled Positions as of May 15, 2022	REMARKS (Indicate reasons why the items are not yet filled/Reasons for vacancy)
	Kind/ Elem	JHS	SHS	Total	Kind/ Elem	JHS	SHS	GRAND Total			
Region VIII	57	286	294	637	53	246	261	562	88.23%	75	
Baybay City	3	6	14	23	3	6	13	22	95.65%	1	
Biliran	4	11	12	27	3	11	11	25	92.59%	2	
Borongan City	1	-	5	6	1	-	3	4	66.67%	2	
Calbayog City	1	22	15	38	1	22	15	38	100.00%	-	
Catbalogan City	-	6	6	12	-	6	6	12	100.00%	-	
Eastern Samar	2	34	28	64	1	19	18	38	59.38%	26	
Leyte	13	89	81	183	11	79	80	170	92.90%	13	
Maastr City	3	2	6	11	3	2	6	11	100.00%	-	
Northern Samar	-	13	42	55	-	11	30	41	74.55%	14	
Ormoc City	13	15	6	34	13	13	6	32	94.12%	2	
Samar (Western Samar)	17	54	33	104	17	45	33	95	91.35%	9	
Southern Leyte	-	24	34	58	-	24	26	52	89.66%	6	
Tacloban City	-	10	12	22	-	10	12	22	100.00%	-	

INSTRUCTIONS:

1. Only SDOs that were not able to achieve the 100% filling-up rate shall update the status in the PMIS on or before May 15, 2022
2. The SDO shall also update the total number of unfilled items as of May 15, 2022 in column L
3. The SDO shall provide reasons for the unfilled/vacant items in the column "Remarks" (Column M)
4. The SDO shall submit the report to Regional Office (RO) on or before May 16, 2022
5. The RO shall submit the scanned copy and excel file of the consolidated report by SDOs to bitrod.sed@deped.gov.ph on or before May 23, 2022.

As of 15 April 2022

Region/Division	Total Created Items				Number of Filled-up Items						Unfilled Positions as of April 15, 2022	Unfilled Positions as of May 15, 2022	REMARKS (Indicate reasons why the items are not yet filled/Reasons for vacancy)
	Kindery/Elem	JHS	SHS	Total	Kindery/Elem	JHS	SHS	GRAND Total	% of Filled-up Items to the Created				
Region VIII	87	202	170	459	87	191	167	445	96.99%	14			
Baybay City	2	1	18	21	2	1	18	21	100.00%	-			
Biliran	1	8	5	14	1	7	5	13	92.86%	1			
Borongan City	-	5	2	7	-	5	2	7	100.00%	-			
Calbayog City	2	4	5	11	2	4	5	11	100.00%	-			
Catbalogan City	-	3	5	8	-	2	5	7	87.50%	1			
Eastern Samar	4	23	4	31	4	21	4	29	93.55%	2			
Leyte	44	57	65	166	44	56	65	165	99.40%	1			
Maasin City	-	6	7	13	-	6	7	13	100.00%	-			
Northern Samar	10	22	14	46	10	22	12	44	95.65%	2			
Ormoc City	12	13	2	27	12	13	2	27	100.00%	-			
Samar (Western Samar)	10	22	16	48	10	16	16	42	87.50%	6			
Southern Leyte	1	29	19	49	1	29	19	49	100.00%	-			
Tacloban City	1	9	8	18	1	9	7	17	94.44%	1			

INSTRUCTIONS:

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3. The SDO shall provide reasons for the unfilled/vacant items in the column "Remarks" (Column M)
4. The SDO shall submit the report to Regional Office (RO) on or before May 16, 2022
5. The RO shall submit the scanned copy and excel file of the consolidated report by SDOs to bitrod.sed@deped.gov.ph on or before May 23, 2022.

As of 15 April 2022

Region/Division	Total Created Items			Number of Filled-up Items						% of Filled-up Items to the Created	Unfilled Positions as of April 15, 2022	Unfilled Positions as of May 15, 2022	REMARKS (Indicate reasons why the items are not yet filled/Reasons for vacancy)
	Kindy/Elem	JHS	SHS	Total	Kindy/Elem	JHS	SHS	Total					
Region VIII	122	42	253	417	121	42	253	416	99.76%	1			
Baybay City	1	1	9	11	1	1	9	11	100.00%	-			
Biliran	7	1	12	20	7	1	12	20	100.00%	-			
Borongan City	2	-	4	6	2	-	4	6	100.00%	-			
Calbayog City	3	4	9	16	3	4	9	16	100.00%	-			
Catbalogan City	1	2	9	12	1	2	9	12	100.00%	-			
Eastern Samar	12	7	2	21	12	7	2	21	100.00%	-			
Leyte	39	12	78	129	39	12	78	129	100.00%	-			
Maasin City	1	1	2	4	1	1	2	4	100.00%	-			
Northern Samar	16	5	62	83	16	5	62	83	100.00%	-			
Ormoc City	7	-	6	13	7	-	6	13	100.00%	-			
Samar (Western Samar)	16	2	14	32	16	2	14	32	100.00%	-			
Southern Leyte	10	4	37	51	9	4	37	50	98.04%	1			
Tacloban City	7	3	9	19	7	3	9	19	100.00%	-			

INSTRUCTIONS:

1. Only SDOs that were not able to achieve the 100% filling-up rate shall update the status in the PMIS on or before May 15, 2022.
2. The SDO shall also update the total number of unfilled items as of May 15, 2022 in column L.
3. The SDO shall provide reasons for the unfilled/vacant items in the column "Remarks" (Column M)
4. The SDO shall submit the report to Regional Office (RO) on or before May 16, 2022
5. The RO shall submit the scanned copy and excel file of the consolidated report by SDOs to bihrod.sed@deped.gov.ph on or before May 23, 2022.

As of 31 Dec. 2021

Region/Division	Total Allocation				Number of Filled-up Items						Certified True and Correct			
	Kindery/Elem	JHS	SHS	Total	Kindery/Elem	JHS	SHS	Total	% of Filled-up Items to the Created	Unfilled Positions	Name	Position Title	Email Address	Signature
Region VIII	1,988	2,387	109	4,404	1,839	2,303	107	4,349	98.75%	55				
Baybay City	49	91	8	148	49	91	8	148	100.00%	-				
Biliran	77	29	2	108	77	29	1	107	99.07%	1				
Borongan City	22	21	-	43	22	21	-	43	100.00%	-				
Calbayog City	52	127	6	185	52	127	6	185	100.00%	-				
Catbalogan City	32	42	7	81	32	42	7	81	100.00%	-				
Eastern Samar	136	184	5	325	133	182	5	320	98.46%	5				
Leyte	641	684	24	1,349	640	684	24	1,348	99.93%	1				
Maasin City	23	29	4	56	23	29	4	56	100.00%	-				
Northern Samar	272	401	4	677	271	393	3	667	98.52%	10				
Ormoc City	149	102	7	258	149	102	7	258	100.00%	-				
Samar (Western Samar)	262	356	10	628	250	354	10	594	94.59%	34				
Southern Leyte	111	171	21	303	109	171	21	301	99.34%	2				
Tacloban City	132	190	11	243	132	98	11	241	99.18%	2				

INSTRUCTIONS:

1. Only SDOs that were not able to achieve the 100% filling-up rate shall update the status of filling-up
2. The SDO shall update the status of filling-up by Level in Columns F-K as of May 15, 2022
3. The SDO shall submit the report to Regional Office (RO) on or before May 16, 2022
4. The RO shall submit the scanned copy and excel file of the consolidated report by SDOs to bhrod.sed@deped.gov.ph on or before May 23, 2022.

As of 31 Dec 2021

Region/Division	Total Allocation			Number of Filled-up Items						Certified True and Correct				
	Kindery/Elem	JHS	SHS	Total	Kindery/Elem	JHS	SHS	Total	% of Filled-up Items to the Created	Unfilled Positions	Name	Position Title	Email Address	Signature
Region VIII	992	513	2,423	3,928	991	509	2,415	3,915	99.67%	13				
Baybay City	20	11	46	77	20	11	46	77	100.00%	-				
Biliran	22	22	119	163	22	22	119	163	100.00%	-				
Borongan City	4	4	58	66	4	4	58	66	100.00%	-				
Calbayog City	42	17	102	161	42	17	102	161	100.00%	-				
Catbalogan City	6	6	69	81	6	6	69	81	100.00%	-				
Eastern Samar	122	49	269	440	122	49	269	440	100.00%	-				
Leyte	323	127	722	1,172	323	127	722	1,172	100.00%	-				
Maasin City	4	5	9	18	4	5	9	18	100.00%	-				
Northern Samar	138	96	333	567	138	94	333	563	99.65%	2				
Ormoc City	25	26	107	158	25	26	107	158	100.00%	-				
Samar (Western Samar)	182	108	368	658	181	106	362	649	98.63%	9				
Southern Leyte	87	33	144	264	87	33	143	263	99.62%	1				
Tacloban City	17	9	77	103	17	9	76	102	99.03%	1				

INSTRUCTIONS:

1. Only SDOs that were not able to achieve the 100% filling-up rate shall update the status of filling-up
2. The SDO shall update the status of filling-up by Level in Columns F-K as of May 15, 2022
3. The SDO shall submit the report to Regional Office (RO) on or before May 16, 2022
4. The RO shall submit the scanned copy and excel file of the consolidated report by SDOs to bhrod.seo@deped.gov.ph on or before May 23, 2022.

As of 31 Dec 2021

Region/Division	Total Allocation				Number of Filled-up Items						Certified True and Correct			
	Kindery/ Elem	JHS	SHS	Total	Kindery/ Elem	JHS	SHS	Total	% of Filled-up Items to the Created	Unfilled Positions	Name	Position Title	Email Address	Signature
Region VIII	1,039	289	1,936	3,263	1,039	289	1,931	3,259	99.88%	4				
Baybay City	27	2	51	80	27	2	51	80	100.00%	-				
Biliran	36	21	93	150	36	21	92	149	99.33%	1				
Borongan City	3	1	36	40	3	1	36	40	100.00%	-				
Calbayog City	29	7	79	115	29	7	79	115	100.00%	-				
Catbalogan City	8	4	53	65	8	4	53	65	100.00%	-				
Eastern Samar	144	18	195	357	144	18	194	356	99.72%	1				
Leyte	325	58	576	999	325	58	575	958	99.90%	1				
Maasin City	5	-	28	33	5	-	28	33	100.00%	-				
Northern Samar	160	64	277	501	160	64	277	501	100.00%	-				
Ormoc City	29	23	95	147	29	23	94	146	99.32%	1				
Samar (Western Samar)	167	70	213	450	167	70	213	450	100.00%	-				
Southern Leyte	62	14	134	210	62	14	134	210	100.00%	-				
Tacloban City	44	7	105	156	44	7	105	156	100.00%	-				

INSTRUCTIONS:

1. Only SDOs that were not able to achieve the 100% filling-up rate shall update the status of filling-up
2. The SDO shall update the status of filling-up by Level in Columns P-K as of May 15, 2022
3. The SDO shall submit the report to Regional Office (RO) on or before May 16, 2022
4. The RO shall submit the scanned copy and excel file of the consolidated report by SDOs to bhrrod.scd@deped.gov.ph on or before May 23, 2022.

Annex B

INSTRUCTIONS:

1. Only SDOs that have not achieved the 100% filling-up rate from FY 2016-2018 created positions shall accomplish this form (please refer to Annex A.1 to Annex A.3 for the Status of Filling-up by Year).
2. Total data in this template shall tally with the unfilled items of the SDO for FY 2016-2018 (see attached Annex A.1 to Annex A.3).
3. If the item number is unfilled to date, provide reasons why the item is not yet filled in the column "Remarks".
4. If the item number is vacant to date due to promotion, resignation, transfer, death, etc., of the previous incumbent, the item shall already considered filled-up. For monitoring purposes the SDO still needs to encode the necessary information of the previous incumbent and provide reasons for vacancy in the column "Remarks".
5. The SDO shall submit the scanned copy and excel file of the report to the Regional Office (RO) on or before May 16, 2022.
6. The RO shall submit the scanned copy and excel file of the report of ALL SDOs to hrrod.sed@deped.gov.ph on or before May 23, 2022.

**LIST OF NEWLY HIRED TEACHERS (FY 2016 to 2018 ALLOCATION)
Kindergarten to Senior High School**

REGION:

Division:

Kindergarten
JHS
SHS

Number of Unfilled Positions (newly created positions)

Kindergarten 6
JHS
SHS

(shall tally with the unfilled positions indicated in the Status of Filling-up, FY 2016 to 2018)

As of May 15, 2022

Level of Education (indicate Kinder/Elem, JHS or SHS)	Position Title	Year Item was created (indicate 2016, 2017 or 2018)	Item Number	Name of Teacher Hired (Lastname, Firstname, MI)	Sex (M/F)	Date Appointed (mm/dd/yyyy)	School Assignment		REMARKS (Indicate reasons why the item is not yet filled/Reasons for vacancy)
							BEIS School ID (8)	School Name (9)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Prepared by:

Certified true and correct:

Signature over Printed Name

Position:

Signature over Printed Name

Schools Division Superintendent