



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

November 7, 2023

**REGIONAL MEMORANDUM**

No. **1226** s. 2023

**STATUS OF FILLING-UP OF NEWLY CREATED SCHOOL-BASED TEACHING  
AND NON-TEACHING POSITIONS FOR FY 2020-2023**

To: Schools Division Superintendents  
Division HRMOs  
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2023-1694 dated 13 October 2023 with the subject: **Request for the Status of Filling-Up of Newly Created School-Based Teaching and Non-Teaching Positions for FY 2020-2023.**
2. The Schools Division Superintendents through the Human Resource Management Officers shall ensure compliance with the immediate updating of the DepEd-Program Management Information System (PMIS) and DBM-Government Manpower Information System (GMIS), submission of accomplished reporting templates (Annex A), and reporting to the Regional Office through the link <https://shorturl.at/yGJQS> within the prescribed timeline, as follows:
  - a. FY 2023 Quarter 3 – November 10, 2023
  - b. FY 2023 Quarter 4 – November 11, 2023
3. Immediate dissemination of and 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:

FILLING-UP  
REPORT  
STATUS

AD-PS-EDR



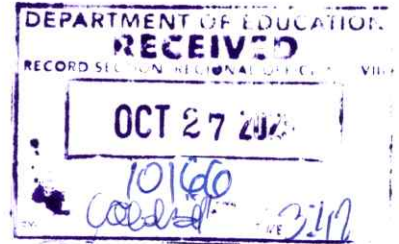
**Address:** Government Center, Candahug, Palo, Leyte  
**Telephone No.:** (053) 832-5738  
**Email Address:** region8@deped.gov.ph  
**Website:** <https://region8.deped.gov.ph>



Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**  
**DM-OUHROD-2023-1694**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ADMINISTRATIVE OFFICERS  
HUMAN RESOURCE MANAGEMENT OFFICERS

**FROM :** *Gloria Jumamil-Mercado*  
**GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development*

**SUBJECT :** REQUEST FOR THE STATUS OF FILLING-UP OF NEWLY  
CREATED SCHOOL-BASED TEACHING AND NON-TEACHING  
POSITIONS FOR FY 2020-2023

**DATE :** 13 October 2023

Consistent with the previous requests to account for the reasons for the non-fill-up of the newly created school-based personnel items for FY 2020-2022 as communicated in **DM-OUHROD-2023-0360** dated **09 March 2023**, and **DM-OUHROD-2023-0946** dated **14 July 2023**, the Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) releases this Memorandum for the purpose of continuous monitoring of the created, allocated, and deployed school-based teaching and non-teaching items, together with the attributed reasons for non-fill-up for the **second semester** of FY 2023.

The school-based workforce of the Department of Education is crucial to the delivery of quality basic education. The teaching staff defines the continuity of the teaching and learning process in the classrooms. The non-teaching personnel provides necessary support and creates a more conducive learning environment. On the other hand, unfilled items disrupt the establishment of a core of teaching and non-teaching units for the daily operations of schools.

To ensure that the Department obtains valuable data and updated information on reasons for non-fill-up as a basis for enhancing action plans to achieve a 100% filling-



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 2



up rate, this Office requests the DepEd field offices to observe the timeline of monitoring, as well as to perform and provide the following:

**A. Monitoring and Reporting Period:** Second Semester (3<sup>rd</sup> and 4<sup>th</sup> quarters) of FY 2023 for NSPP (teaching items) and school-based AO II and PDO I items from FY 2020 to FY 2023.

**B. Roles and Responsibilities**

**1. Schools Division Offices**

- a. Update the status of filling-up in the official monitoring systems such as the PMIS (on or before the 15<sup>th</sup> and 30<sup>th</sup> of every month) and GMIS (on or before the 4<sup>th</sup> week of every month).
- b. Account for the specific reasons for the non-fill-up of created teaching, school-based AO II, and PDO I items by accomplishing the reporting template (*Annex A – 2020, 2021, 2022, 2023, and Summary sheets*).
- c. Provide updated contact details of the assigned Administrative Officer or HRMO (*Annex A – Field Office Directory sheet*).
- d. Submit the accomplished Annex A to the respective Regional Offices – Personnel Section on or before the following:

FY 2023 Quarter 3 – November 10, 2023

FY 2023 Quarter 4 – December 11, 2023

**2. Regional Offices**

- a. Assist their respective SDOs in accomplishing Annex A.
- b. Ensure data accuracy and verify accounted reasons for non-fill-up.
- c. Submit the accomplished *Annex A* to BHROD – School Effectiveness Division (SED) on or before the following:

FY 2023 Quarter 3 - November 17, 2023

FY 2023 Quarter 4 – December 18, 2023

Required attachments:

- Scanned copy which is duly signed by the Regional Director
  - Editable Excel File (not necessarily signed)
- d. Ensure periodic and timely reporting of the Filling-up in the PMIS and GMIS by the SDOs.

For submissions, concerns, and clarifications regarding this request, you may contact the BHROD-School Effectiveness Division at telephone number (02) – 8633-5397 or course them through email address at [support.nspp@deped.gov.ph](mailto:support.nspp@deped.gov.ph).

Thank you for your continued support.

[BHROD-SED/Aquino]