



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

July 31, 2024

REGIONAL MEMORANDUM

No. **867** s. 2024

**FILING-UP OF UNFILLED DEPED AUTHORIZED POSITIONS
IN DEPED FIELD OFFICES**

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum OM-OUHROD-2024-1422 with the subject: **Filling-Up of Unfilled DepEd Authorized Positions in DepEd Field Offices.**
2. The Schools Division Superintendents are directed to expedite the hiring and filling-up of the reported unfilled authorized items.
3. Immediate dissemination of and strict 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:

AUTHORIZED POSITIONS

UNFILLED ITEMS



AD-PS-EDR



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION
RECEIVED
REGIONAL OFFICE NO. VIII
JUL 31 2024
4594

MEMORANDUM
OM-OUHROD-2024-1422

DATE 7/31/24
JUL 31 2024
JUL 31 2024
4:05
4:35
OFFICE OF THE DIRECTOR IN CHARGE
Signature
Signature

TO : Regional Directors
Schools Division Superintendents

FROM : Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations

WILFREDO B. CABRAL
Regional Director,
Officer-in-Charge, Office of the Undersecretary for
Human Resource and Organizational Development

SUBJECT : FILLING-UP OF UNFILLED DEPED AUTHORIZED POSITIONS
IN DEPED FIELD OFFICES

DATE : 26 July 2024

In line with the Department's endeavor to improve the filling-up of DepEd authorized items, this is to provide the data on unfilled items per region and schools division office based on the Department of Budget and Management-Government Manpower Information System (DBM-GMIS) as of 24 May 2024. Attached as Annex A is the abovementioned list disaggregated per region.

In this regard, the Regional Directors and Schools Division Superintendents are requested to **prioritize the expeditious hiring and filling-up of the reported unfilled items** within your jurisdiction except those identified as Coterminous to the Incumbent (CTI) items in regional and schools division offices, while Administrative Support Plantilla Items for DepEd Elementary and Secondary Schools tagged as CTI that were affected by the Rationalization Plan may be filled-up as provided in Memorandum DM-HROD-2021-0096 dated 18 August 2021 or the *Clarificatory Guideline on the Filling Up of Administrative Support Items for DepEd Elementary and Secondary Schools*.

Lastly, to ensure accurate data reports on filled and unfilled items, we would like to enjoin all DepEd field offices to comply with the timely updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP) and update the POP portion on a monthly basis and upload the same to the DBM-GMIS database every last week of the month.

For compliance.



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|----------------|-----------|------|--------|
| Doc. Ref. Code | OM-OUHROD | Rev | 00 |
| Effectivity | 03.23.23 | Page | 1 of 1 |



Department of Education
 List of Unfilled Authorized Items in DepEd Region VIII - Eastern Visayas
 Based on the DBM-GMIS as of 24 May 2024

| Position | Regional Office Proper | Division of Baybay City | Division of Biliran | Division of Borongan City | Division of Calbayog City | Division of Carabugan City | Division of Eastern Samar | Division of Leyte | Division of Maasin City | Division of Northern Samar | Division of Ormoc City | Division of Samar | Division of Southern Leyte | Division of Tacloban City | Grand Total |
|--------------------------------------|------------------------|-------------------------|---------------------|---------------------------|---------------------------|----------------------------|---------------------------|-------------------|-------------------------|----------------------------|------------------------|-------------------|----------------------------|---------------------------|-------------|
| Teaching | | 4 | 28 | 2 | 9 | 13 | 88 | 238 | 6 | 135 | 22 | 244 | 138 | 47 | 974 |
| Instructor I | | | 1 | | 1 | | | 1 | | | | | | | 3 |
| Master Teacher I | | 1 | | | | | 1 | 6 | | 28 | 1 | 20 | 8 | 2 | 68 |
| Master Teacher II | | | 1 | | | 3 | 5 | 6 | | 8 | 2 | 5 | 3 | 1 | 33 |
| Master Teacher III | | | | | | | 1 | 1 | | 1 | | 1 | 1 | 2 | 6 |
| Special Education Teacher I | | | | | | | | 6 | | | | 1 | 1 | | 8 |
| Special Education Teacher II | | | | | | | | 2 | | 1 | | | | | 3 |
| Special Education Teacher III | | | | | | | | | | | | | 1 | | 1 |
| Special Science Teacher I | | 1 | | | | | 1 | 2 | | 4 | 1 | 56 | 27 | 2 | 11 |
| Teacher I | | 1 | 20 | 2 | 5 | 5 | 11 | 147 | 1 | 21 | 10 | 73 | 64 | 22 | 328 |
| Teacher II | | | 2 | | 2 | 1 | 39 | 28 | 3 | 31 | 7 | 89 | 33 | 14 | 264 |
| Teacher III | | | | | 1 | 4 | 30 | 39 | 2 | 41 | 1 | 89 | 33 | 4 | 249 |
| Teacher III | | 1 | 4 | | 1 | 4 | 30 | 39 | 2 | 41 | 1 | 89 | 33 | 4 | 249 |
| Teaching-Related | 2 | 7 | 28 | 11 | 12 | 30 | 65 | 145 | 5 | 135 | 22 | 92 | 44 | 25 | 623 |
| Assistant School Principal II | | 1 | 2 | 1 | | 3 | | 1 | | 8 | 1 | 5 | 5 | 3 | 30 |
| Chief Education Supervisor | | | | | | | | 1 | 1 | 1 | | | 1 | | 4 |
| Crafts Education Demonstrator I | | | | | | | | | | 4 | | | | | 4 |
| Crafts Education Demonstrator II | | | | | | | | | | 1 | | | | | 2 |
| Education Program Specialist II | 1 | | | | | | | 1 | 1 | | | | | | 2 |
| Education Program Supervisor | | | | 1 | | | | | | | | 1 | 1 | | 4 |
| Education Program Supervisor | | | | | | | | 1 | | | | | | | 1 |
| Guidance Coordinator III | | 1 | 5 | | 1 | 2 | 3 | 19 | | 11 | 4 | 4 | 3 | 3 | 56 |
| Guidance Counselor I | | 3 | 11 | 5 | 9 | 7 | 22 | 68 | 2 | 31 | 8 | 29 | 13 | 10 | 218 |
| Guidance Counselor II | | | 2 | | 1 | 1 | 7 | 3 | | 3 | | 2 | 1 | 2 | 22 |
| Guidance Counselor III | | | 2 | | | 1 | 6 | 7 | | 7 | 1 | 2 | 3 | 1 | 30 |
| Head Teacher I | | | 2 | | | 1 | 1 | 1 | | 4 | | 3 | 1 | 1 | 12 |
| Head Teacher II | | | 1 | | | 1 | | 2 | | 9 | 1 | 5 | 3 | | 28 |
| Head Teacher III | | | | | | | 8 | 2 | | 1 | | 1 | 4 | | 4 |
| Head Teacher IV | | | | | | | 2 | 1 | | 1 | | | | | 2 |
| Head Teacher V | | | 1 | | | | | | | | | 1 | | | 3 |
| Head Teacher VI | | | | | | | 1 | 1 | | 1 | | | | 1 | 3 |
| Public Schools District Supervisor | | | | 1 | 1 | 1 | 1 | 9 | 1 | 9 | | 8 | | 1 | 30 |
| School Farm Demonstrator | | | | 1 | 1 | | | | | 1 | | | | | 7 |
| School Librarian I | | | 1 | | 1 | | 1 | 1 | | 2 | | | | | 7 |
| School Librarian II | | | 1 | | | | | | | | | | | | 1 |
| School Librarian III | | | | | | | | | | 1 | | | | | 1 |
| School Principal I | | | 2 | 3 | 11 | 11 | 11 | 16 | | 29 | 3 | 28 | 11 | 1 | 115 |
| School Principal II | | 2 | | 1 | 2 | 2 | 6 | 10 | | 6 | 3 | 2 | 1 | 1 | 28 |
| School Principal III | | | | | | | 2 | 2 | | 2 | 1 | 1 | | | 6 |
| School Principal III | | | | | | | 1 | | | 4 | | 1 | | 2 | 8 |
| School Principal IV | | | | | | | | | | | | | 1 | | 3 |
| Senior Education Program Specialist | 1 | | | | | 1 | | | | | | | | | 1 |
| Vocational Instruction Supervisor II | | | | | | | | 1 | | | | | | | 1 |
| Non-Teaching | 14 | 5 | 32 | 14 | 9 | 6 | 99 | 250 | 4 | 114 | 19 | 79 | 38 | 32 | 715 |
| Accountant I | 1 | | | | 1 | 1 | 1 | 2 | | 2 | | | | | 6 |
| Accountant II | | | 1 | | 1 | | 1 | | | 1 | | | | 1 | 5 |
| Administrative Aide I | 1 | 2 | 7 | 4 | 1 | 2 | 3 | 36 | | 29 | 3 | 17 | | 8 | 113 |
| Administrative Aide II | 1 | | | | | | | 1 | | 2 | 1 | 1 | | | 6 |
| Administrative Aide III | | | 2 | | 1 | | 6 | 5 | | 3 | | 4 | 2 | 3 | 26 |
| Administrative Aide IV | 2 | | 5 | 1 | | 1 | 8 | 13 | | 10 | 2 | 3 | | 2 | 42 |
| Administrative Aide VI | | | | | | | 4 | 1 | 1 | 1 | 2 | 3 | 2 | | 14 |
| Administrative Assistant I | | | | | | | | 1 | | 1 | | 1 | | | 2 |

Department of Education
List of Unfilled Authorized Items in DepEd Region VIII - Eastern Visayas
Based on the DBM-GMIS as of 24 May 2024

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|--|------------------------|-------------------------|---------------------|---------------------------|---------------------------|---------------------------------|---------------------------|-------------------|-------------------------|----------------------------|------------------------|-------------------|----------------------------|---------------------------|--------------|
| Administrative Assistant II | 6 | | 3 | 2 | | 2 | 16 | 32 | 1 | 18 | 3 | 12 | 6 | 1 | 102 |
| Administrative Assistant III | | | 2 | 5 | | | 25 | 12 | 2 | 16 | 6 | 23 | 15 | 4 | 110 |
| Administrative Assistant VI | 1 | | | | | | | | | | | | | | 1 |
| Administrative Officer I | | | | | | | | 2 | | 3 | 1 | 1 | 1 | | 8 |
| Administrative Officer II | | | 2 | 1 | 2 | | 13 | 92 | | 2 | | 3 | 1 | 1 | 112 |
| Administrative Officer III | | | | | | | 4 | 3 | | 1 | | 3 | 2 | 2 | 18 |
| Administrative Officer IV | | | | | | | | 1 | | 2 | | | 2 | 1 | 6 |
| Assistant Schools Division Superintendent | | | | | | | 1 | 1 | | | | | | 1 | 1 |
| Assistant Schools Division Superintendent | | | 1 | | | | 1 | 2 | | 1 | | 1 | 1 | 1 | 2 |
| Communications Equipment Operator II | | | | | | | | | | | | | | | 7 |
| Dental Aide | | | | | | | | | | | | | | | 1 |
| Dentist I | | | | | | | | | | | | | | | 1 |
| Dentist II | | 1 | | | | | | 1 | | 2 | | | | 1 | 4 |
| Disbursing Officer II | | | 1 | | | | 1 | 1 | | 1 | | 1 | 2 | | 7 |
| Farm Worker I | | | 1 | | 2 | | 1 | 5 | | 3 | | 1 | | | 13 |
| Handicraft Worker I | | | 2 | | | | | | | 2 | | | | | 4 |
| Handicraft Worker II | | | | | | | 1 | | | | | | | | 1 |
| Health Education and Promotion Officer III | | | | | | | | | | | | 1 | | | 1 |
| Information Technology Officer I | | | | | | | | 1 | | | | | | | 1 |
| Information Technology Officer I | | | | | | | 1 | | | 1 | | | | | 2 |
| Librarian I | | | | | | | | | | | | | | | 1 |
| Light Equipment Operator | | | | | | | | | | | | | | | 1 |
| Marine Engineman I | | | | | 1 | | | | | | | | | | 1 |
| Nurse I | | 2 | | | | | | 7 | | | | | | | 9 |
| Nurse II | | | 1 | | | | 3 | | | | 1 | 1 | 2 | | 8 |
| Planning Officer I | | | 1 | | | | | | | | | | | | 1 |
| Planning Officer II | | | | | | | | | | | | | | 1 | 4 |
| Project Development Officer I | | | 1 | | | | | 1 | | 1 | | 1 | | 3 | 32 |
| Project Development Officer II | | | | | | | | 26 | | 1 | | 1 | | 2 | 2 |
| Registrar I | | | | | | | | 1 | | | | | 2 | | 3 |
| Schools Division Superintendent | | | | 1 | 1 | | 1 | | | 1 | | | | 1 | 5 |
| Security Guard I | 1 | | 1 | | | | 4 | 3 | | 3 | | 2 | 1 | 2 | 17 |
| Security Guard II | 1 | | | | | | | | | | | | | | 1 |
| Senior Bookkeeper | | | 1 | | | | 1 | 1 | | 4 | 2 | | 1 | | 10 |
| Statistician Aide | | | | | | | | | | 1 | | 1 | | | 2 |
| Vocational School Administrator I | | | | | | | 1 | | | | | | | | 1 |
| Watchman I | | | | | | | 2 | | | 1 | | | | | 3 |
| Grand Total | 16 | 16 | 88 | 27 | 30 | 49 | 252 | 633 | 15 | 384 | 63 | 415 | 220 | 104 | 2,312 |