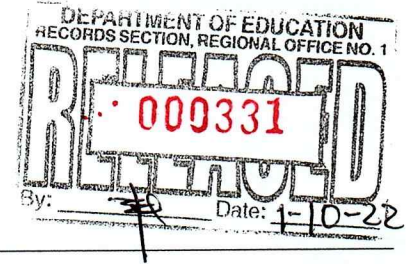




Republic of the Philippines
Department of Education
 Region I



Office of the Regional Director

JAN 10 2022

REGIONAL MEMORANDUM
 No. 019, s. 2022

**SUBMISSION OF TEACHER REQUIREMENTS IN PUBLIC SCHOOLS
 FOR SY 2023-2024**

To: **Schools Division Superintendents**

1. In preparation for the FY 2023 Budget Proposal, please submit to this Office through the Policy, Planning and Research Division (PPRD) at pprd.region1@deped.gov.ph the **Teacher Requirements in Public Schools** for SY 2023-2024, as follows:

Template/ Options	Enrollment Data from EMISD to be Used	Date of Submission
Teacher Requirements – Option 1	SY 2021-2022 (As of Nov. 15, 2021)	On or before January 26, 2022
Teacher Requirements – Option 2	SY 2020-2021 (As of Jan. 15, 2021)	

2. The following shall be considered in computing the teacher requirements:

- Combine the data of annex schools to the main school;
- Ensure that the inventory by school shall tally with the latest PSIPOP;
- Filled and unfilled teaching positions, teachers detailed to other schools or offices shall be included in the schools where the plantilla were lodged.
- Please note that the templates have formulas and constant variables, thus if you need additional rows, ensure that the formulas are copied appropriately.

3. Said reports shall be submitted in two (2) files. One is an Excel format and the other is a scanned copy of duly signed reports. Use only the prescribed official teacher requirement forms which can be downloaded at <https://tinyurl.com/2p8ddxb9>.

DepEd Region 1: Built on character; empowered by competence.



Flores St., Catbangan, City of San Fernando, La Union
 (072) 607-8137 / 682-2324
region1@deped.gov.ph | www.depedro1.com



4. For information, guidance, and compliance.



TOLENTINO G. AQUINO
Regional Director



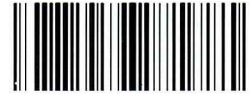
Encl.: None

Reference: None

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

BUDGET DATA ENROLLMENT PROPOSAL REQUIREMENTS

PPRD/pjc/RM_reacherREQ
January 6, 2022



Documan 8

DepEd R01 P P R D 2 1 0 5 5 7