



Republic of the Philippines
Department of Education
Region I



Office of the Regional Director

REGIONAL MEMORANDUM
No. 009, s. 2023

SUBMISSION OF FY 2024 TEACHER REQUIREMENTS FOR PUBLIC SCHOOLS

To: **Schools Division Superintendents**

1. In preparation of Fiscal Year 2024 Budget Proposal, Schools Division Offices are advised to submit the FY 2024 Teacher Requirements for Public Schools to the Policy, Planning and Research Division at pprd.region1@deped.gov.ph on or before January 23, 2023, using the enhanced planning parameters per MEMORANDUM DM-HROD-2022-0635 dated April 18, 2022.

2. In the preparation of the said teacher requirement reports, please consider the following:

- Use the actual enrollment for SY 2022-2023 (Based on the latest LIS Enrolment Data);
- The data of the annex schools should be combined to its mother school (i.e. annex schools should not be included in the list);
- Teacher inventory are the total teaching plantilla of the school, whether filled, unfilled or detailed to other schools/division. Borrowed item should be counted in the school where plantilla was lodged;
- Total teacher inventory of the division should tally with the current PSIPOP;
- If additional rows are needed, please ensure that formulas are copied appropriately;
- The template has constant formulas, ensure that only cells that need to be filled-in are used; and
- All public schools should be reflected in the report whether in need or with excess teachers. Delete remaining rows not used.

2. Templates to be used can be downloaded at: tinyurl.com/requirez.

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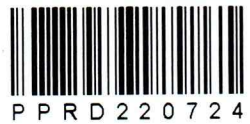
3. For information, guidance, and compliance.


TOLENTINO G. AQUINO
Regional Director 

Encl.: As stated.
Reference: MEMORANDUM DM-HROD-2022-0635
To be indicated in the Perpetual Index
Under the following subjects:

BUDGET NEEDS PUBLIC REQUIREMENTS SCHOOLS

PPRD/pjc/RM_2023teacher
January 4, 2023



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