



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM
 No. 512 s. 2023

JUN 09 2023

To: All Schools Division Superintendents

ADVANCE INFORMATION ON THE ALLOCATION AND DEPLOYMENT OF NEW TEACHING POSITIONS FROM KINDERGARTEN TO GRADE 12 AND ALTERNATIVE LEARNING SYSTEM (ALS) FOR SCHOOL YEAR (SY) 2023-2024

1. This has reference to the attached MEMORANDUM DM-OUHROD-2023-0622 dated May 11, 2023 from Usec. Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, Department of Education, re: Advance Information on the Allocation and Deployment of New Teaching Positions from Kindergarten to Grade 12 and Alternative Learning System (ALS) for School Year (SY) 2023-2024.
2. In line with this, please be informed to strictly follow the deployment procedures of the new teaching items for Kindergarten to Grade 2 including the Alternative Learning System (ALS) items, in consideration with the planning parameters as to the class organization computation and teacher requirements.
3. Furthermore, it is reminded that the recruitment and selection process shall start on July 1, 2023 based on the existing hiring guidelines to ensure immediate filling-up of the said newly created teaching positions.
4. Attached are the templates for the deployment reports to be submitted at ps.region1@deped.gov.ph **on or before July 14, 2023**, for this Office's consolidation.
5. For information, guidance and compliance.

TOLENTINO G. AQUINO
 Director IV

Encl.: As Stated
 References: None
 To be indicated in the Perpetual Index
 Under the following subjects:

EMPLOYEES ITEMS POSITIONS TEACHERS

AD/PS/hfa/RM_AdvanceInformationonNEwTeachingItemsAllocation
 June 2, 2023



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-0122

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : CHIEFS, ADMINISTRATIVE DIVISION
CHIEFS, SCHOOL GOVERNANCE AND OPERATIONS
DIVISION (SGOD)
ADMINISTRATIVE OFFICERS
PLANNING OFFICERS
ALL OTHERS CONCERNED

FROM : GLORIA SUMAMIL-MERCADO
Undersecretary for Human Resource and Organizational Development

SUBJECT : ADVANCE INFORMATION ON THE ALLOCATION AND DEPLOYMENT OF NEW TEACHING POSITIONS FROM KINDERGARTEN TO GRADE 12 AND ALTERNATIVE LEARNING SYSTEM (ALS) FOR SCHOOL YEAR (SY) 2023-2024

DATE : 11 May 2023

This is to inform all concerned field offices that **NINE THOUSAND SIX HUNDRED FIFTY (9,650) new teaching items** for Kindergarten to Grade 12 including the Alternative Learning System (ALS) **have been allocated for SY 2023-2024**. The full lump sum for the creation of these teaching items has already been requested from the Department of Budget and Management (DBM) last 10 May 2023. The full details of the allocation and deployment of these new teaching positions can be found in the enclosures.

For further clarifications and other concerns, you may contact the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) through telephone number: (02) 8633-5397 or email at bhrod.sed@deped.gov.ph copy furnished support.nspp@deped.gov.ph.

For your information and strict compliance.

[BHROD-SED/Dadole/Devera]

Allocation of Items

The following considerations were taken into account by the DepEd Central Office (CO) in the distribution of the **9,650** items as requested in the DBM:

- a. The newly established/legislated/integrated schools that do not have nationally funded teachers and the schools with acute shortage of teachers were given priority; and
- b. The beneficiaries of national programs were given allocation in accordance with the committed hiring arrangements with the Department of Science and Technology under Republic Act (RA) No. 10612 and RA No. 7687 also known as the Science and Technology Scholarship Acts and the Department of Labor and Employment's Program "Sa Pinas Ikaw ang Ma'am/Sir" (SPIMS), respectively.

Deployment Procedures

With the desire to effectively facilitate the filling-up of these 9,650 new teaching items and to ensure that the lump sum budget appropriated for this purpose will be fully utilized within the indicated fiscal year, the following steps shall be undertaken:

1. **Conduct of preparatory activities at the different governance levels.** The following activities shall be undertaken by the Central Office (CO), Regional Offices (ROs), and Schools Division Offices (SDOs) while waiting for the approval of the lump sum appropriation for the 9,650 new teaching positions,
 - a. The **DepEd Central Office (CO) - Bureau of Human Resource and Organizational Development (BHROD)** shall provide all Regional Offices (ROs) **electronic copies** of the following deployment report: by legislative district for Kindergarten/Elementary, by division for Senior High School (SHS), and by school for Junior High School (JHS).
 - b. The **Regional Office (RO) - Administrative Division** shall immediately forward the said deployment report to the concerned Schools Division Offices (SDO), attention to the **SDO - School Governance and Operations Division (SGOD)** and **SDO - Administrative Office** with corresponding instructions based on this Memorandum, particularly on the filling-up of items allocated for DOST scholars under RA Nos. 10612 and 7687 scholars and for the DOLE's employment program beneficiaries under SPIMS.
 - c. The **Schools Division Office (SDO) - Administrative Office or Administrative Officer in coordination with the Office of the Assistant Schools Division Superintendent (OASDS) or the Assistant Schools Division Superintendent** shall commence with the recruitment and selection process based on the existing hiring guidelines to ensure the immediate filling-up of the newly-created positions, effective **01 July 2023**.
2. **Computation of teacher requirement.** The **SDO-SGOD** shall compute the teacher requirement using the **enhanced planning parameters**. Kindly see **Annex A** for the details in the computation of class organization and teacher requirement analysis.

Enhanced Planning Parameters

Level/Class	Standards	Remarks
Kindergarten	25 learners or maximum of 30 learners per session	1 teacher for 2 sessions
Multigrade Classes (MG)	maximum of 25 learners consisting of 2 consecutive grade levels (Grades 1&2, Grades 3&4, and Grades 5&6)	1 teacher per class consisting of 2 consecutive grade levels or 3 teachers for every MG school except Kindergarten
SPED Non-Graded (Elem/JHS)	Max of 15 learners per class	1 teacher per class
Grades 1 -2	30 learners per class, maximum of 35 learners	1 teacher per class
Grade 3	30 learners per class, maximum of 35 learners	7 teachers for every 6 classes or 7:6 as specialization factor
Grade 4-6	40 learners per class, maximum of 45 learners	7 teachers for every 6 classes or 7:6 as specialization factor
Grades 7-10	40 learners per class, maximum of 45 learners	9 teachers in every 6 classes (9:6) as specialization factor
Grades 11-12	Maximum of 40 learners per class	9 teachers in every 6 classes (9:6) as specialization factor
Alternative Learning System (ALS)	75 learners	1 teacher per 75 learners

3. Preparation of Deployment Report. The **SDO-SGOD (Division Planning Officer)** shall prepare the deployment report by school based on the attached allocation by legislative district/by division using the SY 2022-2023 LIS/BEIS data and the latest inventory of plantilla positions, including the items created in FY 2022 for Kindergarten/Elementary and Senior High Schools (SHS).

a. The **prioritization in the deployment of items** for Kindergarten/Elementary and SHS shall be based on the following criteria:

1. Newly established/legislated/integrated schools without existing nationally funded teachers (i.e., school with existing School ID number and have legal basis on its establishment or creation);
2. Schools with the highest Pupil/Student Teacher Ratio (P/STR);
3. Schools with acute shortage of teachers;
4. Schools in far-flung areas with teacher shortage;
5. Multi-grade schools with less than three (3) teachers that covers Grades 1 to 6;
6. Community Learning Centers for ALS with teacher shortage and
7. Special Education Schools with teacher shortage.

b. The BHROD – School Effectiveness Division (BHROD-SED) and the SDO-SGOD shall prepare the deployment report of the following groups based on

the above-mentioned prioritization (Section 3.a):

Items Provided	Kinder/Elem	JHS	SHS
SPIMS	BHROD-SED	BHROD-SED	--
DOST-Scholars under RA 7687	--	BHROD-SED	--
DOST-Scholars under RA 10612	--	--	SDO-SGOD
Regular Items (based on shortage)	SDO-SGOD	BHROD-SED	SDO-SGOD

NOTE: Kindly refer to the "Distribution of Items by Program/Level of Education" in the attached Deployment Report.

This Memorandum also includes files (pdf and excel) that shall be used in the preparation of deployment report, composed of **twelve (12) sheets**:

1. Summary sheets, distribution of items by SDO and legislative district;
2. Deployment report by school for JHS;
3. List of SPIMS beneficiaries for Kindergarten/Elementary and JHS, see **columns J-O** for their school assignments;
4. List of DOST scholar beneficiaries under RA No. 7687, see **columns K-M** for their school assignments;
5. List of DOST scholar beneficiaries under RA No. 10612; and
6. Various templates to be utilized by the SDO-SGOD and RO-Administrative Division for the actual deployment report to be submitted to BHROD-SED.

4. Plantilla Item Assignment, Teacher Redeployment and/or Transfer

- a. **For Junior High School [JHS].** Since the creation of items for JHS is school-specific, deviation from the list of schools prepared by BHROD-SED shall not be allowed, i.e., **the schools indicated in the NOSCA issued by the DBM-RO shall remain "as is" EXCEPT**, for the main/mother school whose annex is in need of additional items. The school head is then instructed to share its allocation to the said annex school.
- b. **For Elementary and Senior High School [ES & SHS].** All ES (*Teacher I and SPED Teacher I*) and SHS (*Teacher II and Special Science Teacher I*) positions shall be lodged at the SDO to provide flexibility in the deployment and transfer of an incumbent teacher from one school to another. The SDOs may redeploy, transfer and/or assign incumbent ES and SHS teachers in another school provided that such decisions are supported by teacher needs analysis.
- c. **For Alternative Learning System (ALS).** Teacher 1 items for ALS are lodged at SDOs to allow flexibility in meeting learners' profile and needs. Generally, prioritization of deployment shall be based on the teacher requirement analysis conducted by SDOs according to current teacher shortage and number of ALS learners.

5. Conversion of Newly Created Teaching Items for SHS. In justifiable circumstances, the SDOs may be allowed to convert Teacher II into Teacher I

positions subject to the result of their teacher needs analysis. **Other items, including items for ES and JHS, should remain “as is”** so as not to distort the school organizational structure.

6. Deployment Process Under Special Hiring Arrangements

The deployment report of items under special hiring arrangements shall be strictly observed. However, the SDO may redeploy these items under the following circumstances:

- a. For SPIMS beneficiaries assigned to Elementary schools, the SDOs may redeploy them to other elementary schools with acute teacher shortage as evidenced by a teacher needs analysis conducted by the SDO based on the most recent enrolment data of schools, provided that the said beneficiaries will be redeployed within or in nearby municipality where they reside.
- b. For SPIMS and DOST under RA No. 7687 beneficiaries assigned to **JHS**, the SDOs may redeploy them to other JHS with vacant Teacher I positions, where their subject specialization is needed in case of mismatch in the specialization of the beneficiary vis-a-vis subject specialization requirement of the JHS where they are originally deployed, as evidenced by teacher needs analysis conducted by the SDO based on the most recent enrolment data of schools, provided that the said beneficiaries will be redeployed within or in nearby municipality where they reside.
- c. In the redeployment of the beneficiaries (Sections 6.a and 6.b) due to **non-existence of teacher shortage and/or mismatch in the subject specialization**, they shall be given school assignment first before the items allocated for them is filled-up with applicants from the RQA.

It should be noted further that redeployment of identified beneficiaries for reasons that are not supported by the above-mentioned bases, e.g., replacing the beneficiary in favor of other appointees or transferees, shall not be allowed.

- d. For the **SHS**, the deployment report shall be prepared by the SDO-SGOD. The preparation of the deployment report should be in accordance with the provisions of the said RA 10612, stating that DOST scholars should be assigned to their home provinces, where the home address of the scholar graduate beneficiaries shall be considered. Kindly note that all Special Science Teacher (SST) I positions (SG-13) are allocated for RA No. 10612 DOST scholars only.

7. **Issuance of NOSCA.** The full lump sum for the creation of teaching items has been requested from the Department of Budget and Management (DBM). The NOSCA that will be issued by DBM-RO includes all items including those allocated to the special groups (DOST scholars under RA No. 10612 and RA No. 7687 and SPIMS beneficiaries).

The SDO Administrative Officer **shall immediately communicate with the beneficiaries** of these special groups to advise them on their school assignments and the documents required for submission once the NOSCA is issued. Kindly note that the DBM does not issue NOSCA with specific names of DOST-scholars

and SPIMS beneficiaries. You may refer to the attached list of beneficiaries as mentioned in Section 3.b.3, Section 3.b.4 and Section 3.b.5.

The beneficiaries under special hiring arrangements shall no longer undergo the regular hiring process, as stipulated in the following legal bases:

*For DOST scholar-graduates, RA 10612 IRR, Rule VI, Section 2 - The DepEd is tasked to **ensure job placement and hiring of qualified graduates under this program** as secondary school teachers in science, mathematics, and related technology courses, and to ensure that these teachers are hired at Special Science Teacher salary grade levels, as specified in the Act, consistent with the teacher hiring provisions of RA 10533 and its IRR. The Department is also tasked with the evaluation and monitoring of hired teachers under this program.*

*For SPIMS beneficiaries, MOC, 2015, Article II.B.1 – The DepEd through its Regional Offices and Schools Division, in coordination with DOLE, CHED, PRC, and PNU, shall: (1) **reserve/allocate, if necessary, teaching and/or non-teaching plantilla items** for qualified beneficiaries of the program.*

However, these beneficiaries shall be assessed through interview and demonstration teaching for the purpose of identifying training needs, if any.

In case of **discrepancies in the number of items in the NOSCA vis-à-vis deployment report from the CO** (specifically the JHS), the SDO-SGOD shall identify these schools and submit the list to RO-Administrative Division together with the legal bases on the establishment of the school.

The RO-Administrative Division shall then submit the consolidated list of schools not included in the NOSCA, including its legal bases, to BHROD-SED for onward submission to DBM-RO. ***It must be noted that most of the schools that were not issued with NOSCA in previous years were due to the non-existence of the schools in the GAA or absence of organizational code for the Unified Account Code Structure (UACS) of DBM.***

8. Hiring

The prioritization in the hiring of teachers shall be based on the **Special Provision, Section 16 of FY 2023 GAA** to wit: *“In the hiring of new teachers to fill vacant (newly created and vacated) teaching positions in the kindergarten to senior high school, priority shall be given to qualified LGU-funded teachers, learning support aides (LSAs), and volunteer teachers. Furthermore, community ALS implementors (CAIs), learning facilitators, and Inclusive Learning Resource Center personnel shall be given priority in filling-up teaching positions assigned to ALS program or special needs education, subject to applicable guidelines issued by DepEd.”*

Regular teachers shall be governed by the existing hiring policy of the Department (DepEd Order 7, s. 2023). The hiring of teachers under special hiring arrangements shall be covered by RA Nos. 7687 and 10612 for DOST-scholars and the DOLE-DepEd Memorandum of Cooperation for the SPIMS beneficiaries.

9. Appointment

To improve the absorptive capacity and efficiency in hiring of DepEd teachers, all SDOs are instructed to ensure that qualified applicants to the newly created regular teacher items and those under the special hiring arrangements are **appointed not later than the end of FY 2023.**

- a. If the SPIMS and DOST beneficiaries are unable to report to the SDO for appointment due to *disinterest, with existing job, extended contracts, or other reasons*, which may result in non-utilization of allocated items by the end of the school year, the SDOs shall fill up the unfilled items with eligible applicants from the Registry of Qualified Applicants (RQA) for SPIMS and RA 7687 beneficiaries and shall provide BHROD-SED a report on replacement. In case of RA 10612 beneficiaries, the SDO shall communicate to BHROD-SED the endorsement for replacement to DOST-SEI. The request shall be supported by a waiver or other equivalent means of verification.
- b. **The above-mentioned beneficiaries are given until 30 September 2023 to report to their respective SDOs for the processing of their appointment papers.** If the beneficiaries are unable to communicate with their respective SDOs within the set period, the SDOs are given authority to fill-up the allocated items with other eligible applicants under the following conditions:
 1. Teacher incumbents under RA No. 7687 may apply in vacant items allocated for RA No. 10612 beneficiaries through the regular hiring process specified in DO 07, s. 2015.
 2. Teacher I items allocated for RA No. 7687 and SPIMS beneficiaries may be filled- up immediately with other qualified applicants from the RQA; provided that the beneficiaries of said positions have submitted waiver and/or fail to communicate or report to the SDO on or before **30 September 2023.**

10. Submission of Actual Deployment Report. In the preparation and submission of the actual deployment report, the following process shall be undertaken:

- a. The **SDO-SGOD Chief** shall review and ensure the vetting of the deployment report by the Schools Division Superintendent (SDS) before submission of the scanned copy and the Excel file version to the RO-Administrative Division for consolidation. The regional template in Excel file shall be used by the RO-Administrative Division in consolidating the reports submitted by all SDOs.
- b. The **RO-Administrative Division** shall ensure the accuracy of the number of items provided for each legislative district. Kindly note that in the deployment report that will be submitted to CO, indicate in the column "Remarks", the School ID of the mother school if the items were deployed to the annex school.

Once vetted by the **Regional Director**, the **RO-Administrative Division** shall forward the consolidated Excel file and the signed copy of the deployment report (using the attached template) to the Bureau of Human

Resource and Organizational Development – School Effectiveness Division (BHROD-SED) through this email: bhrod.sed@deped.gov.ph copy furnished support.nspp@deped.gov.ph on or before 31 July 2023.

11. **Monitoring of Filling-up of New Teaching Items.** The FY 2023 accomplishment of the ROs/SDOs in terms of filling-up of items will be monitored through the Program Management Information System (PMIS). Hence, the Administrative Officer of the SDOs shall **immediately access and update the system at pmis.deped.gov.ph** once the SDS signs the appointment paper of the newly hired teacher.
12. **Updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP).** SDOs are also reminded on the **monthly updating of the PSIPOP** based on issued appointments in accordance with the National Budget Circular (NBC) No. 549 dated 13 October 2013.

Enhanced Planning Parameters

I. Computation of Class Organization

1. Kindergarten (Min 25, Max 30)

Program

1. If Kinder is zero, zero.
2. If Kinder is greater than zero, but less than the minimum standard (25), 1;
3. If Kinder is greater than the minimum standard (25) but less than or equal to 100, round down $kinder/30$ + if the remainder of $kinder/30$ is greater than 10, add 1, if not, add zero;
4. If Kinder is greater than 100, round down $Kinder/30$ + if the remainder of $kinder/30$ is greater than or equal to 15, add 1, if not, add zero.

2. Grade 1-3 (Min 30, Max 35)

Program

1. If G1 = zero, zero.
2. If Multigrade (1&2) is at most 25 then 1, zero.
3. If G1 is greater than zero, and less than or equal to minimum (30), 1;
4. If G1 is greater than the minimum (30), and is lower than or equal to 100, round down $G1/35$ + if the remainder of $G1/35$ is greater than 10, add 1, if not, add zero;
5. If G1 is greater than 100, round down $G1/35$ + if the remainder of $G1/35$ is greater or equal to 18, add 1, if not, add zero.

3. Grade 4-6 (Min 40, Max 45)

Program

1. If G4 = zero, zero.
2. If Multigrade (3&4 or 5&6) is at most 25 then 1, zero.
3. If G4 is greater than zero, and less than or equal to minimum (40), 1;
4. If G4 is greater than the minimum (40), and is lower than or equal to 100, round down $G4/45$ + if the remainder of $G4/45$ is greater than 10, add 1, if not, add zero;
5. If G4 is greater than 100, round down $G4/45$ + if the remainder of $G4/45$ is greater or equal to 23, add 1, if not, add zero.

4. Grade 7-10 (Min 40, Max 45)

Program

1. If G7 = zero, zero.
2. If G7 is greater than zero, and less than or equal to minimum (40), 1;
3. If G7 is greater than the minimum (40), and is lower than or equal to 100, round down $G7/45$ + if the remainder of $G7/45$ is greater than 10, add 1, if not, add zero;
4. If G7 is greater than 100, round down $G7/45$ + if the remainder of $G7/45$ is greater or equal to 23, add 1, if not, add zero.

5. Grade 11-12 (Min 40, Max 40)

Program

1. If G11 = zero, zero.
2. If G11 is greater than zero, and less than or equal to minimum (40), 1;

3. If G11 is greater than the minimum (40), and is lower than or equal to 100, round down $G11/40 +$ if the remainder of $G11/40$ is greater than 10, add 1, if not, add zero;
4. If G11 is greater than 100, round down $G11/40 +$ if the remainder of $G11/40$ is greater or equal to 20, add 1, if not, add zero.

6. Non-Graded (Min/Max 15)

Program: Round up (NG/15,0)

7. ALS (Max 75)

Program: Round up (ALS learners by SDO/75,0)

Table 1 below shows the summarized computation of class organization:

Table 1. Computation of Class Organization

Enrollment	Class Organization
Enrollment is equal to 0	0
Multigrade (only for ES)	
If Enrollment G1&G2 or G3&G4 or G5&G6 is at most 25	1
Enrollment is greater than 0 and is less than or equal to the minimum class size	1
Enrollment is greater than the minimum class size and is less than or equal to 100	Round down enrollment divided by the maximum class size plus one (1) class if the modulo (remainder) of enrollment divided by the maximum class size is greater than 10 Example for Kindergarten with 61 learners: The number of classes should be equal to rounding down 61 divided by 30 plus 0 since the modulo (remainder) is 1 which is less than 10, hence, a total of 2 classes.
Enrollment is greater than 100	Round down enrollment divided by the maximum class size plus one (1) class if the modulo (remainder) of enrollment divided by the maximum class size is greater than the rounded half of maximum class size Example for Kindergarten with 110 learners: The number of classes should be equal to rounding down 110 divided by 30 plus 1 since the modulo (remainder) is greater than 15, hence, a total of 4 classes.
Non-graded	Roundup NG enrollment divided by 15 which is both the minimum and maximum class size For example , if a school has 40 non-graded learners, then a school should organize 3 classes.

II. Teacher Requirement Analysis

Based on the number of classes organized per grade level, teacher requirement is computed as follows:

Table 2. Teacher Requirement Formula

Grade Level	Teacher Specialization Factor
Kindergarten	$T_{r(K)} = 0.5C_{t(K)}$ 1 Teacher per 2 sessions
Grades 1-2	$T_{r(GL)} = 1.0C_{t(GL)}$ 1 Teacher per class
Grade 3-4	$T_{r(GL)} = 1.2C_{t(GL)}$ 7 Teachers for every 6 classes
Grades 5-6	$T_{r(GL)} = 1.2C_{t(GL)}$ 7 Teachers for every 6 classes
Grades 7-10	$T_r \approx 1.5 C_{t(G7-10)}$ 9 Teachers for every 6 classes
Grades 11-12	$T_r \approx 1.5 C_{t(G11-12)}$ 9 Teachers for every 6 classes

where,

$T_{r(K)}$ is the total teacher requirement

$C_{t(K)}$ is the total number of classes organized (based on Annex A.I)

Now, to summarize the formula for class organization and teacher requirement from K to12, the table below gives the parameters and considerations.

Table 3. Enhanced Planning Parameters Reference Table

Level	Class Organization				Teacher Specialization Factor	Remarks	
	Minimum	Maximum	Rounded Half	± or #100 Enrollment, +1 class if excess is greater than		Class Organization	Teacher Specialization
Elementary	Kindergarten	25	30	15	10	0.5	25 learners per class, maximum of 30 1 Teacher per 2 sessions
	Grade 1	30	35	18	10	1.0	30 learners per class, maximum of 35 1 Teacher per class
	Grade 2	30	35	18	10	1.0	30 learners per class, maximum of 35 1 Teacher per class
	Grade 3	30	35	18	10	1.2	30 learners per class, maximum of 35 7 Teachers for every 6 classes
	Grade 4	40	45	23	10	1.2	40 learners per class, maximum of 45 7 Teachers for every 6 classes
	Grade 5	40	45	23	10	1.2	40 learners per class, maximum of 45 7 Teachers for every 6 classes
	Grade 6	40	45	23	10	1.2	40 learners per class, maximum of 45 7 Teachers for every 6 classes
Junior High School	Multigrade	25	-	-	-	1.0	Max of 25 learners of two consecutive levels Max of 3 Teachers for every multi-grade school
	Grade 7	40	45	23	10	1.5	40 learners per class, maximum of 45 9 Teachers for every 6 classes
	Grade 8	40	45	23	10	1.5	40 learners per class, maximum of 45 9 Teachers for every 6 classes
	Grade 9	40	45	23	10	1.5	40 learners per class, maximum of 45 9 Teachers for every 6 classes
Senior High School	Grade 10	40	45	23	10	1.5	40 learners per class, maximum of 45 9 Teachers for every 6 classes
	Grade 11	40	40	20	10	1.5	40 learners per class 9 Teachers for every 6 classes
	Grade 12	40	40	20	10	1.5	40 learners per class 9 Teachers for every 6 classes
(Non-Graded Elem./JHS)	15	8	-	-	1.0	15 learners per class 1 Teacher per class	
ALS		75	-	-	1.0	1 ALS Teacher per 75 ALS learners (within 4% SDO)	

In the enhanced planning parameters on Class Organization and Teacher Requirement Analysis, the **first part** of the formula computes for the rounded down quotient of enrollment data divided by the maximum class size. The initial quotient will give us the whole number of required class/es in per grade level. Given that the

quotient is in its rounded down form, the **second part** of the formula solely computes for the modulo (remainder) of enrollment divided by the maximum class size. If the enrollment data is less than or equal to 100, the computed modulo shall reach greater than 10 before additional one (1) class is organized. Whereas, if the enrollment data is greater than 100, the modulo shall reach or exceed the rounded half of the maximum class size before adding another (1) class organized. The same logical computation shall apply to all grade levels.

For LSEs or Non-Graded, the same logical computation shall be applied using the given parameters above.

For the Multigrade, the total enrollment data of the following consecutive grade levels: a) Grades 1 & 2; b) Grades 3 & 4; c) Grades 5 & 6 shall be equal or less than 25 for them to be categorized as multigrade classes. One (1) class organized shall be computed for the levels which will reach this parameter.



Department of Education
 Template on Class Organization and Teacher Requirement Analysis
 using Enhanced Planning Parameters

Level		Class Organization				Enrollment, +1 class if excess is greater than:	Teacher Specialization Factor	PARAMETERS	
		Minimum	Maximum	Rounded Half				Class Organization	Remarks
Elementary	Kindergarten	25	30	15	10	0.5	25 learners per class, maximum of 30	1 Teacher per 2 sessions	
	Grade 1	30	35	18	10	1.0	30 learners per class, maximum of 35	1 Teacher per class	
	Grade 2	30	35	18	10	1.0	30 learners per class, maximum of 35	1 Teacher per class	
	Grade 3	30	35	18	10	1.2	30 learners per class, maximum of 35	7 Teachers for every 6 classes	
	Grade 4	40	45	23	10	1.2	40 learners per class, maximum of 45	7 Teachers for every 6 classes	
	Grade 5	40	45	23	10	1.2	40 learners per class, maximum of 45	7 Teachers for every 6 classes	
	Grade 6	40	45	23	10	1.2	40 learners per class, maximum of 45	7 Teachers for every 6 classes	
	Multigrade	-	25	-		1.0	Max of 25 learners of two consecutive levels	Max of 3 MG Teachers for every multi-grade school except Kindergarten	
Junior High School	Grade 7	40	45	23	10	1.5	40 learners per class, maximum of 45	9 Teachers for every 6 classes	
	Grade 8	40	45	23	10	1.5	40 learners per class, maximum of 45	9 Teachers for every 6 classes	
	Grade 9	40	45	23	10	1.5	40 learners per class, maximum of 45	9 Teachers for every 6 classes	
	Grade 10	40	45	23	10	1.5	40 learners per class, maximum of 45	9 Teachers for every 6 classes	
Senior High School	Grade 11	40	40	20	10	1.5	40 learners per class	9 Teachers for every 6 classes	
	Grade 12	40	40	20	10	1.5	40 learners per class	9 Teachers for every 6 classes	
Non-Graded	Elem/JHS		15	8		1.0	15 learners per class	1 Teacher per class	
ALS			75			1.0		1 ALS Teacher per 75 ALS learners (within the SDO)	

DEPARTMENT OF EDUCATION
 FY 2023 TEACHER REQUIREMENTS IN ALTERNATIVE LEARNING SYSTEM (ALS)
 Based on SY 2022-2023 Enrolment Data

Count	Region	Division	ACTUAL ALS ENROLLMENT	TEACHER REQUIREMENT (based on parameters) for ALS	TEACHER INVENTORY (Total teaching plantilla positions for ALS)			ALS		FY 2023 Allocation (ALS)
					Teacher Inventory (per latest BEIS) EOSY 2021-2022	2021 Newly Created Positions (after the cut-off date of EBEIS)	SY 2022 Created	Total Inventory	No. of Excess Teachers	
1	TOTAL									
2										
3										
4										
5										
6										
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Max

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**DEPARTMENT OF EDUCATION
DEPLOYMENT REPORT OF TEACHER I AND SPED TEACHER I POSITIONS FOR KINDER TO GRADE 6
School Year 2023-2024**

- INSTRUCTIONS:**
1. Only schools with allocation shall be included in the report
 2. Annex schools data shall be included to the main school (i.e. main school shall share its allocation to its annexes with teacher shortage)
 3. The source of the enrollment and teacher inventory shall be SY 2022-2023 LIS/BBEIS data (include in the teacher inventory, the items created in FY 2022)
 4. Teacher Inventory shall also include the plantilla positions of the school, whether vacant, unfilled or the incumbent is detailed to other schools/SOCs, among others.
 5. Ensure the following: a) allocation of the divisions are match with the allocation by legislative district, b) accuracy and completeness of the report before submitting to RO, and; d) scanned copy and an excel file of the report was submitted to RO-Administrative Division on or before July 14, 2023

Region:

Division:

District	Municipality	Leg District	School ID	School Name	ACTUAL ENROLLMENT												Teacher Inventory [Total teaching plantilla positions of the school]		No. of Teacher Shortage		Number of teacher allocation								
					K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	SPED NG	TOTAL (K-SPED NG)	K-G6	SPED Teacher	K-G6	SPED Teacher	SPED	Regular Items	SPED Teacher I	Total								
TOTAL																													

Prepared and Reviewed by: Planning Officer III

Certified Correct: Schools Division Superintendent

**DEPARTMENT OF EDUCATION
DEPLOYMENT REPORT OF TEACHER II and SPECIAL SCIENCE TEACHER I POSITIONS FOR SHS
School Year 2023-2024**

INSTRUCTIONS:

1. Only schools with allocation shall be included in the report
2. Annex schools data shall be included to the main school (i.e. main school shall share its allocation to its annexes with teacher shortage)
3. The source of the enrollment and teacher inventory shall be SY 2022-2023 LIS/EBEIS data (include in the teacher inventory, the items created in FY 2022)
4. Teacher Inventory shall also include the plantilla positions of the school, whether vacant, unfilled or the incumbent is detailed to other schools/SDOs, among others.
5. Ensure the following: a) allocation of the divisions are match with the allocation, b) accuracy and completeness of the report before submitting to RO, and; d) scanned copy and an excel file of the report was submitted to RO-Administrative Division on or before July 14, 2023

Region:

Division:

District	Municipality	Leg District	School ID	School Name	ACTUAL ENROLLMENT			Teacher Inventory (Total teaching plantilla positions of the school)	No. of Teacher Shortage	Number of teacher Allocation		
					Grade 11	Grade 12	Total			DOST (Special Science Teacher I)	Regular Items	Total
TOTAL												

Prepared and Reviewed by: _____
 Certified Correct: _____
 Planning Officer III
 Schools Division Superintendent