



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 897 s. 2024

To: All Schools Division Superintendents
 All Others Concerned

**FILLING-UP OF UNFILED DEPED AUTHORIZED POSITIONS IN
 DEPED FIELD OFFICES**

1. This is in reference to the attached MEMORANDUM DM-OUHROD-2024-1422 dated July 26, 2024 from Atty. Revsee A. Escobedo, Undersecretary for Operations, and Dir. Wilfredo E. Cabral, Regional Director, Officer-In-Charge, Office of the Undersecretary for Human Resource and Organizational Development, Department of Education, re: Filling-Up of Unfilled DepEd Authorized Positions in DepEd Field Offices.
2. In line with this, it is requested to give priority for the expeditious hiring and filling-up of the reported unfilled items, and to ensure accurate data reports on the deployment of the filled and unfilled items.
3. Moreover, it is directed to comply with the timely updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP), and update the POP portion monthly with its uploading in the DBM-GMIS database last week of the month.
4. For information, guidance and strict compliance.

TOLENTINO G. AQUINO

Director IV

Encl.: As Stated

References: As Stated

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

DEPLOYMENT	ITEMS	MONITORING	OFFICES
PERSONNEL	POSITIONS	REPORTS	SYSTEM

AD/PS/hfa/RM_Filling-UpUnfilledDepEdAuthorizedPositions

August 1, 2024



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



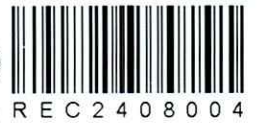
MEMORANDUM

OM-OUHROD-2024-1422

TO : **Regional Directors**
Schools Division Superintendents

FROM : *[Signature]*
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations

[Signature]
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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Department of Education
 List of Unified Authorized Items in DepEd Region I - Ilocos
 Based on the DPM-GMIS as of 24 May 2024

Position	Division of Alambog City	Division of estate City	Division of Candan City	Division of Dagupan City	Division of Ilocos Norte	Division of Ilocos Sur	Division of La Union	Division of Laoag City	Division of Pangasinan I	Division of Pangasinan II	Division of San Carlos City	Division of San Fernando City	Division of Undaneta City	Division of Vigan City	Regional Office Proper	Grand Total
Administrative Officer V															2	3
Agriculturist I																2
Assistant Schools Superintendent						1	1	1			1					4
Communications Equipment Operator III						1										4
Dental Aide						3	3									13
Dentist II						1	2	1	2	5						7
Librarian II						1		1	2	1						1
Master Fisherman I								1								1
Nurse I						4										4
Planning Officer II		1														1
Project Development Officer I						2	7		20	2						31
Registrar I			1						2	2						5
Schools Division Superintendent	1										1	1			1	3
Security Guard I					1											10
Security Guard II						3		2	2	1						1
Watchman I								1		1						1
Grand Total	31	11	20	52	392	373	298	80	823	289	37	24	43	17	8	2,498