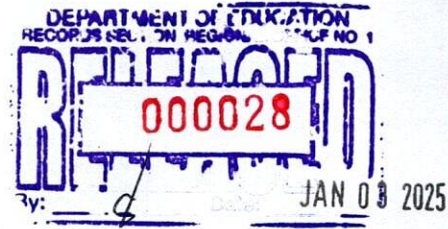




Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 007 s. 2025

SUBMISSION OF FY 2026 TEACHER REQUIREMENTS FOR PUBLIC SCHOOLS

To: Schools Division Superintendents

1. In preparation for the FY 2026 Budget Proposal, Schools Division Offices are advised to submit the FY 2026 Teacher Requirements for Public Schools to the Policy, Planning and Research Division (PPRD) at **pprd.region1@deped.gov.ph** on or before January 20, 2025, using the official templates.

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

- a. Use the actual enrollment for SY 2024-2025 (Based on the latest LIS Enrollment Data);
- b. The data of the annex schools should be combined to its mother school (i.e. annex schools should not be included in the list);
- c. Teacher inventory is the total teaching plantilla of the school, whether filled, unfilled or detailed to another schools/division. Borrowed item should be counted in the school where plantilla was lodged;
- d. Total teacher inventory of the division should tally with the current PSIPOP;
- e. If additional rows are needed, please ensure that formulas are appropriately copied;
- f. The template has constant formulas, ensure that only cells that need to be filled-in are used; and



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Effectivity	11.18.2024	Page	1 of 3

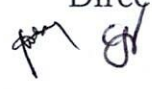


4. For information, guidance and compliance.



TOLENTINO G. AQUINO

Director IV



Encl.: none

Reference: MEMORANDUM DM-HROD-2022-0635 dated April 18, 2022

To be indicated in the Perpetual Index

Under the following subjects:

BUDGET NEED PUBLIC REQUIREMENTS SCHOOLS

PPRD/pjc/RM_teacherREQ
January 2, 2025



DepEd RO1

PPRD240569