Republic of the Philippines
Department of Education
REGION I

000703
JAN 14 2025

REGIONAL MEMORANDUM
No. 71 s. 2025

SUBMISSION OF FY 2026 NON-TEACHING 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 Non-Teaching Requirements for Public Schools** to the Policy, Planning and Research Division (PPRD) at **pprd.region1@deped.gov.ph** on or before January 27, 2025, using the official templates.

2. In preparation for the said non-teaching requirement reports, please consider the following:

a. The parameter for the creation of Non-Teaching Items (Administrative Officer II and Project Development Officer I) is 1:1;
b. Non-Teaching Inventory is the total Non-Teaching (AO II and PDO I) of the school, whether filled or unfilled; and
c. If the AO II or PDO I is handling two or more schools, kindly identify where the Non-Teaching Personnel is assigned ("Mother School").

3. Official templates to be used can be downloaded at: **https://tinyurl.com/29y6ryxy.**

4. For information, guidance and compliance.

TOLENTINO G. AQUINO
Director IV

Encl.: none
Reference: MEMORANDUM DM-OUHROD-2023-1240 dated Sept. 12, 2023
To be indicated in the Perpetual Index
Under the following subjects:

BUDGET NEED PUBLIC REQUIREMENTS SCHOOLS

PPRD/pjc/RM_non-teachingREQ
January 14, 2025

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DepEd RO1 PPRD250001

DEPARTMENT OF EDUCATION

FY 2026 NON-TEACHING REQUIREMENTS IN **PUBLIC SENIOR HIGH SCHOOLS** (SHSs)

Region: 1

Division:

REMINDERS:

A. The parameter for the creation of Non-Teaching Items (AO II and PDO I) is 1:1.

B. Non-Teaching Inventory is the total non-teaching (AO II and PDO I) of the school, whether filled or unfilled.

C. If the AO II or PDO I is handling two or more schools, kindly identify where the non-teaching personnel is assigned ("Mother school").

School ID	School Name	Region	Division	Province	Municipality	District	Legislative District	Curricular Offering	Non-Teaching Inventory		Non-Teaching Shortage	
									Administrative Officer II (AO II)	Project Development Officer I (PDO I)	Administrative Officer II (AO II)	Project Development Officer I (PDO I)

Prepared by:

Planning Officer III

In coordination with:

Administrative Officer V

Certified Correct:

Chief, SGOD

Approved:

Schools Division Superintendent

DEPARTMENT OF EDUCATION

FY 2026 NON-TEACHING REQUIREMENTS IN PUBLIC ELEMENTARY SCHOOLS (KINDER-GRADE 6)

Region: 1

Division:

REMINDERS:

A. The parameter for the creation of Non-Teaching Items (AO II and PDO I) is 1:1.

B. Non-Teaching Inventory is the total non-teaching (AO II and PDO I) of the school, whether filled or unfilled.

C. If the AO II or PDO I is handling two or more schools, kindly identify where the non-teaching personnel is assigned ("Mother school").

School ID	School Name	Region	Division	Province	Municipality	District	Legislative District	Curricular Offering	Non-Teaching Inventory		Non-Teaching Shortage	
									Administrative Officer II (AO II)	Project Development Officer I (PDO I)	Administrative Officer II (AO II)	Project Development Officer I (PDO I)

Prepared by:

PLANNING OFFICER III

In coordination with:

Administrative Officer V

Certified Correct:

Chief, SGOD

Approved:

Schools Division Superintendent

DEPARTMENT OF EDUCATION

FY 2026 NON-TEACHING REQUIREMENTS IN **PUBLIC JUNIOR HIGH SCHOOLS** (JHSs)

Region: 1

Division:

REMINDERS:

A. The parameter for the creation of Non-Teaching Items (AO II and PDO I) is 1:1.

B. Non-Teaching Inventory is the total non-teaching (AO II and PDO I) of the school, whether filled or unfilled.

C. If the AO II or PDO I is handling two or more schools, kindly identify where the non-teaching personnel is assigned ("Mother school").

School ID	School Name	Region	Division	Province	Municipality	District	Legislative District	Curricular Offering	Non-Teaching Inventory		Non-Teaching Shortage	
									Administrative Officer II (AO II)	Project Development Officer I (PDO I)	Administrative Officer II (AO II)	Project Development Officer I (PDO I)

Prepared by:

PLANNING OFFICER III

In coordination with:

Administrative Officer V

Certified Correct:

Chief, SGOD

Approved:

Schools Division Superintendent