Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
RECEIVED
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APR 14 2026

REGIONAL MEMORANDUM
No. 438 s. 2026

DATA CAPTURING ON THE FILLING-UP OF AUTHORIZED TEACHING AND NON-TEACHING ITEMS IN THE DEPARTMENT OF EDUCATION REGION I THROUGH PMIS AND QUICK COUNT INVENTORY TOOL

To: Schools Division Superintendent
All Others Concerned

1. In support of effective Human Resource Management and to ensure accurate workforce planning and monitoring, all Schools Division Offices (SDOs) are hereby directed to update data on the filling-up of authorized teaching and non-teaching items for the current year through the Program Management Information System (PMIS) and the prescribed Quick Count Inventory Tool.

2. In this regard, SDO Human Resource Management Officers are hereby directed to strictly adhere to the timelines for data capturing set by this Office.

Data as of	Deadline
1st Quarter – March 31	April 15 of the current year
2nd Quarter – June 30	July 15 of the current year
3rd Quarter – September 30	October 15 of the current year
4th Quarter – December 31	January 15 of the succeeding year

3. Likewise, Schools Division Superintendents shall ensure that all entries are accurate and duly validated.

4. The PMIS may be accessed through https://pmis.deped.gov.ph/, while the Quick Count Inventory shall be accomplished by directly encoding the required data in the prescribed template available at https://tinyurl.com/DepEdROIQuickCount.

5. Immediate and wide dissemination of and strict compliance with this Memorandum are desired.

RHODA T. RAZON
Director III
Officer-in-Charge, Office of the Regional Director

Encl. and Ref: as stated.
To be indicated in the Perpetual Index
Under the following subjects:

ITEMS TEACHING NON-TEACHING

ADMIN/RJLC/lgm/RM_AuthorizedItems
April 06, 2026