DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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REGIONAL MEMORANDUM
No. 1526 s. 2026

SUBMISSION OF FY 2028 TEACHING & NON-TEACHING REQUIREMENTS FOR PUBLIC SCHOOLS

To: Schools Division Superintendents

1. In preparation for the FY 2028 Budget Proposal, Schools Division Offices are advised to submit the FY 2028 Teaching, Teaching-Related, and Non-Teaching Requirements for Public Schools to the Policy, Planning and Research Division (PPRD) through the link: **https://tinyurl.com/2028R1Requirements** on or before January 18, 2027, using the official templates found in the same link above.

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

Teaching Requirements

a. Use the actual enrollment for SY 2025-2026 (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
g. All public schools should be reflected in the report whether in need or with excess teachers. Delete remaining rows not used.

Teaching-Related Requirements

a. Principal I: Follows the DepEd school head deployment ratio of one School Principal per school (historically benchmarked at 10–29 teachers for Elementary Schools and 10–25 teachers for Secondary Schools, or as updated under the Expanded Career Progression system); and
b. School Counselor Associate I (SCA I): Prioritizes schools without existing filled guidance-related positions (e.g., Guidance Counselor, Guidance Coordinator, or Guidance Services Specialist) that meet the allocation criteria (enrollment of 3,301 learners and above, high

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incidence of mental health concerns/bullying, or pilot schools for the Strengthened Senior High School Curriculum).

Non-Teaching Requirements

a. The parameter for the creation of Non-Teaching Items is 1:1 (One Administrative Officer II and one Project Development Officer I per school);

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 and PDO I are assigned to two or more schools, they are considered only as an inventory of the Mother School.

3. For information, guidance and compliance.

ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

Encl.: As stated.
Reference: none
To be indicated in the Perpetual Index
Under the following subjects:

BUDGET NEED PUBLIC SCHOOL REQUIREMENTS

PPRD/steph/RM_Teaching&Non-TeachingREQ
November 16, 2026