



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



January 29, 2018

DIVISION MEMORANDUM

No. 090, s. 2018

**ADVANCE INFORMATION ON THE ALLOCATION OF NEW TEACHING POSITION FOR
KINDERGARTEN TO GRADE 12 FOR SCHOOL YEAR 2018-2019**

TO : Assistant Superintendents
Chiefs of SGOD and CID
Division Supervisors/Coordinators
SEPS and EPS 2
District Supervisors/OICs
Elementary and Secondary School Heads

1. For the information and guidance of all concerned, attached herewith is Memorandum 0085 –DM-PFO-2018 dated January 16, 2018 from the Office of the Undersecretary, regarding the Advance Information on the Allocation of New Teaching Positions for Kindergarten to Grade 12 for School Year 2018-2019.
2. For the details of the said teaching allocation, please refer to the attached memorandum.
3. Immediate dissemination of this memorandum is enjoined.


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Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PFO-2018- 0085

TO: Regional Secretary, DepEd-ARMM
All Regional Directors
All Schools Division Superintendents

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: *Advance Information on the Allocation of New Teaching Positions for Kindergarten to Grade 12 for School Year (SY) 2018-2019*

DATE: January 16, 2018

This is to inform all concerned field offices that SEVENTY-FIVE THOUSAND TWO HUNDRED FORTY-TWO (75,242) new teaching positions for Kindergarten to Grade 12 have been allocated for SY 2018-2019. The creation of these items was requested from the Department of Budget and Management (DBM) by the DepEd Central Office (CO).

Prior to DBM's approval and issuance of Notice of Organization, Staffing and Compensation Action (NOSCA), the following process shall be completed particularly for Kindergarten/Elementary level and Senior High School (SHS) by the Regional Office (RO) and Schools Division Office (SDO):

- The DepEd CO-Planning Service (PS) shall provide the electronic copies of the deployment report by legislative district for Kindergarten/Elementary, by division for SHS and by school for Junior High School (JHS) to the RO.
- Upon receipt, the RO shall immediately forward the said deployment report to the concerned SDOs.
- Using the SY 2017-2018 LIS/EBEIS enrollment data and the current plantilla positions which include the items created in 2017 in Kindergarten/Elementary schools, the Planning Officer of SDO-SCOD shall prepare a deployment report by school based on the attached allocation by legislative district. The following improved planning parameters shall be adopted in the computation of the requirements:

Level/Class	Standards	Remarks
Kindergarten	25 learners or maximum of 30 learners per session	1 teacher for 2 sessions
Multigrade Classes (MG)	maximum of 25 learners consisting of 2 consecutive grade levels (Grades 1&2, Grades 3&4, and Grades 5&6)	1 teacher per class consisting of 2 consecutive grade levels or 3 teachers for every MG school
Grades 1&2	30 learners per class, maximum of 35 learners	Double shifts or 1 teacher for 2 sessions
Grade 3	30 learners per class, maximum of 35 learners	1 teacher per class
Grade 4	40 learners per class, maximum of 45 learners	1 teacher per class
Grades 5-10	40 learners per class, maximum of 45 learners	5 teachers in every 3 classes or 5:3 as specialization factor
Grades 11-12	Maximum of 40 learners per class	9 teachers in every 6 classes (9:6) as specialization factor

- Prioritization in the deployment of the items shall be based on the following: a). newly established schools, b). schools with highest Pupil/Student Teacher Ratio (P/STR), and; c). schools with acute shortage of teachers.
- The SDO-SGOD Chief shall review the prepared deployment report while the Schools Division Superintendent (SDS) shall vet the report. The vetted deployment report shall bear the signature of the SDS. Attached is the prescribed template to be used in the deployment report.
- The SDO shall submit the vetted scanned copy and an excel file of the deployment report to the RO-PPRD for consolidation, together with the legal documents of newly established/legislated JHSs on or before February 28, 2018.
- RO-PPRD shall submit the legal documents to DBM-RO, if necessary.
- RO-PPRD shall ensure the accuracy of the number of items provided for each legislative district. Attached is the allocation by legislative district.
- RO-PPRD shall forward the consolidated Excel file of the deployment report (using the attached template) to the Planning Service-Planning and Programming Division (PS-PPD) through e-mail address: ps.ppd@deped.gov.ph on or before March 15, 2017.
- Further, SDOs shall also ensure that all main JHS will share the allocation to its annex schools with teacher shortages.
- All SDOs shall commence with the recruitment, evaluation, and selection process based on the guidelines set forth in DepEd Order Nos. 7 and 22, s. 2015 and DepEd Order No. 3, s. 2016.



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- Lastly, all SDOs are advised to accommodate the eligible DOST scholars recipient of RA 7687 especially those who were not accommodated in SHS in the 2nd batch of SY 2017-2018. Attached is the numbered memo DM-PFO-2017-0976 dated August 23, 2017 with the list of scholars, for your ready reference. Kindly note that most of these scholars have already obtained their LET eligibility, thus, they may be accommodated in a JHS of their home province without undergoing the regular hiring process.

It is expected that the process will be completed on or before **May 15, 2018**, especially for SHS, in preparation for required training of newly hired teachers. All newly hired teachers in all levels shall likewise be assigned to their respective schools by **June 1, 2017** in time for the opening of classes.

Please be advised that SDOs are allowed to convert Teacher II positions intended for SHS, as long as they do not exceed the allocated budget (e.g. conversion of Teacher II to Teacher I/Teacher III, Master Teacher I/Master Teacher II). All SHS positions shall be lodged at the Division to provide SDOs the flexibility to place and move an incumbent from one school to another. Likewise, the incumbent may be assigned to handle a cluster of schools, especially if the enrolment of the school is no longer within the set standards.

Please be advised further that the deployment report particularly for JHS should strictly be followed, hence, *no changes and realignments* should be made.

For clarifications and other concerns, you may contact Ms. Zaida Fe Briones of PS-PPD at telephone number (02) 633-7216 or telefax (02) 638-8634.

For your information and immediate compliance.




Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

DM-PFO-2017-0976

MEMORANDUM

FOR: DepEd ARMM Secretary
All Regional Directors
All Schools Division Superintendents Concerned

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: Approval of the Creation of the 2nd Batch of Teaching Positions for Kindergarten to Senior High School (SHS), School Year 2017-2018

DATE: 23 August 2017

We are pleased to inform you that the Department of Budget and Management (DBM) has granted the Department the authority for the creation of ONE THOUSAND SEVEN HUNDRED NINETY-FIVE (1,795) teaching positions for Kindergarten to Grade 10 for SY 2017-2018. Consistent with the DBM's existing procedures, the DBM Regional Offices (ROs) will issue the Notice of Organization, Staffing and Compensation Action (NOSCA) directly to the Implementing Units (IUs) based on the deployment report we have submitted.

Note that the electronic copies of the deployment report by school/division were already communicated by the Planning and Programming Division, Planning Service (PPD-PS) to all the ROs last 25 July 2017 (DM-PFO-2017-0856). Kindly note that the deployment report should remain 'as is' (as approved by DBM), i.e., no changes/realignments shall be made.

As mentioned in the memorandum, the Teacher I positions are intended for the graduates of R.A. No. 7687 scholarship program of the Department of Science and Technology - Science Education Institute (DOST-SEI), beneficiaries of the DOLE-DepEd Sa 'Pinas, Ikaw ang Ma'am at Sir (SPIMS) employment program, and the requests from various parties; while the Special Science Teacher I positions are intended for the graduates of R.A. No. 10612 DOST-SEI scholarship program. Please refer to the column labeled "REMARKS" to determine the names of recipients to be accommodated.

During our meeting with DOST-SEI, we have learned that most of the 393 scholar-graduates under R.A. No. 7687 (who were given items in Junior High Schools) have not yet passed Licensure Examination for Teachers (LET). In order to still accommodate them in DepEd, R.A. No. 7687 scholar-graduates who are non-LET passers can be hired as Teacher I in Senior High School (SHS) on a provisional status, provided that they pass the LET within five (5) years after the date of hiring, should they opt to stay in DepEd or be hired as permanent past the required

PS-PPD/Briones

number of years of return of service. On the other hand, in order to expedite the filling-up of the positions in Junior High School (JHS), this Office hereby authorizes the concerned divisions to fill the items originally intended to these scholar-graduates with qualified applicants in the RQA. Note that this will only apply if the scholar-graduate to be accommodated in the JHS has not yet obtained LET eligibility.

As to the accommodation of the scholar-graduates in SHS, the following tasks shall be undertaken:

1. The Division shall deploy the scholar-graduate in the province or municipality where he/she resides;
2. The appointment to be issued is on *provisional* status;
3. Immediately report to DepEd Central Office (through PPD-PS) if there are no vacant or unfilled Teacher I positions in a SHS in the division; and
4. Inform/update DepEd Central Office (through PPD-PS) on the status of deployment - whether the recipient has already been accommodated either in JHS or SHS, or has declined the appointment.

Attached for your ready reference is the list of the scholar-graduates who are award beneficiaries of RA No. 7687.

It is understood that the Schools Division Offices (SDOs) have already commenced with the hiring of the SPIMS beneficiaries and scholar-graduates under R.A. No. 10612 by informing them of their school assignments and the documentary requirements that they need to submit as specified in DepEd Order No. 7 and No. 22 s. 2015 as well as DepEd Order No. 3, s. 2016, respectively.

Finally, once these items are already filled-up, SDOs concerned are advised to encode these additional items in the "2017 Google sheet" on or before 30 October 2017.

Should you have clarifications and other concerns on this matter, you may contact Ms. Zaida Fe Briones of Planning and Programming Division, Planning Service at telephone number (02) 633-7216 or telefax (02) 638-8634.

For your strict compliance.

Cc: Dr. Josette T. Biyo, Ph.D.
Director
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DOST Compound, Gen. Santos Avenue
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