



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF DAPITAN CITY

September 25, 2024

DIVISION MEMORANDUM

No. 491, s. 2024

YEAR-ROUND ACCEPTANCE OF APPLICANTS FOR ALL PLANTILLA POSITIONS IN THE SCHOOLS DIVISION OF DAPITAN CITY, AND PERIODIC COMPARATIVE ASSESSMENTS BE DONE BY RESPECTIVE BOARD AND SUB-COMMITTEES TO HAVE POOLS OF QUALIFIED APPLICANTS

To: **ALL EMPLOYEES**
This Schools Division

1. For **PROMPT FILLING UP OF NATURAL VACANCIES** and **NEWLY CREATED PLANTILLA POSITIONS**, the Schools' Division of Dapitan City through the **Human Resource Management Promotion and Selection Board (HRMPSB)** and the **District-School Sub-Committees** are directed to accept applicants designated to the board and sub-committees, and conduct periodic comparative assessments informing respective applicants through posted schedules in respective bulletin boards and webpage if there are any.
2. The Department of Education has **43,014 UNFILLED PLANTILLA POSITIONS** based on the Congress Facts in Figures reprinted here.

**F acts in figures in Congressional Policy and Budget Research
Department House of Representatives February 2024 (No. 14)**

Based on the 2023 Staffing Summary Record of the Department of Budget and Management (DBM), the DepEd has total plantilla positions of 1,016,147 while the number of unfilled positions was recorded at 43,014 representing 4.2% of the total plantilla positions. (Table 1)

Unutilized Budget Allocation for Unfilled Plantilla Positions. From 2019 to 2023, an average of P21.5 billion or 6.3% of the total annual budget for plantilla positions was unutilized due to failure to fill up more than 40,000 positions in the DepEd. The unutilized budget for plantilla positions reached as high as P58.3 billion in 2018 or 21% of the total budget for plantilla positions (Chart 3).

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Department of Education
Division of Dapitan City

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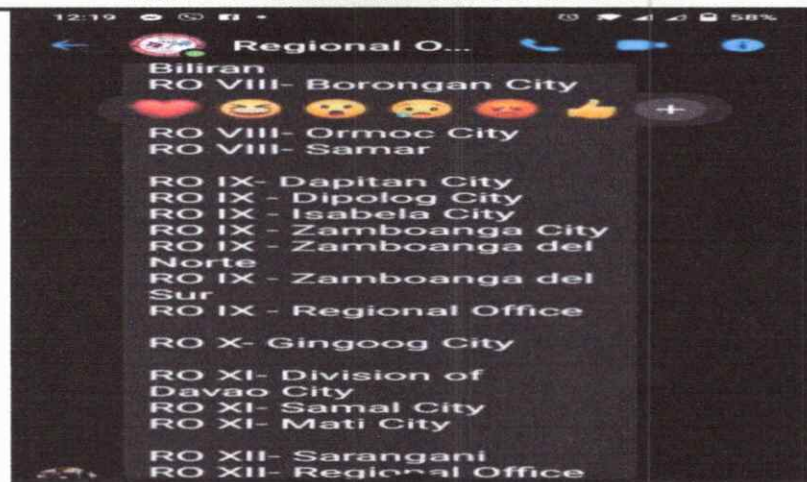
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3. By ratio and proportion, it is estimated that about **38,541** of these **43,014** unfilled positions are teachers' Plantilla positions. It implies that about **1,541,640** pupils and students are without teachers of their own despite the allocated teacher Plantilla positions for these are unfilled (*computed based on the posted ratio of one teacher per 40 pupils/students*). It further implies that **38,541** teachers have to double their tasks, burdened, to accommodate these **1,541,640** pupils and students. Hence, the Department of Education requires Catch Up Plans for schools' divisions and regions (*part of the list below*) with most unfilled Plantilla positions.

UNREASONABLE NUMBER OF UNFILLED ITEMS, HENCE; WAS ASKED TO SUBMIT CATCH UP PLAN



4. Since the Schools' Division of Dapitan City is among the schools' divisions listed above. **this is our way of addressing the situation to have incoming vacancies be filled up promptly through the Pools of the Registries of Qualified Applicants.**
5. For the **POOLS of the Registries of Qualified Applicants (PRQAs)** for all PSIPOP items in the Schools' Division of Dapitan City.

<u>BOARD / COMMITTEE / LEVEL</u>	<u>PSIPOP ITEM/S</u>
Human Resource Management Promotion and Selection Board (HRMPSB)	Education Program Supervisor 1 Principal 4 Elementary Principal 3 Elementary & Secondary Principal 2 Elementary & Secondary All Non-Teaching Items Teacher-in-Charge Secondary and Elementary
Only applicants who have NO PROBLEM in MANAGING FINANCES shall be assessed.	

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District Sub-Committees Elementary	Master Teacher III
	Master Teacher II
	Master Teacher I
	Head Teacher VI
	Head Teacher V
	Head Teacher IV
	Head Teacher III
	Head Teacher II
	Head Teacher I
	Teacher 3
	Teacher 2
School Sub-Committees Secondary	Master Teacher III
	Master Teacher II
	Master Teacher I
	Head Teacher VI
	Head Teacher V
	Head Teacher IV
	Head Teacher III
	Head Teacher II
	Head Teacher I
	Teacher 3
Teacher 2	

The RESULTS of the above are to be submitted to the superintendent's office on or before December 2, 2024 and to be replenished whenever necessary. But districts and schools with retirees starting November 1, 2024 must submit on or before October 15, 2024.

The results of the Comparative Assessments by the district-school sub-committees be submitted also to the HRMPSB for adoption or validation, and after seven (7) calendar days be forwarded to the superintendent.

6. The **POOLS of the Registries of Qualified Applicants (PRQAs)** facilitate **THE PROMPT FILLING UP OF VACANCIES** including the chain of vacancies emanating from retirement, resignation or transfer for the **TIMELINES** can be set ahead to avoid vacuum in the classrooms and offices.
7. Updates of the required **Pools of the Registries of Qualified Applicants** for submission on September 20, 2024 with reference to the **Division Memorandum dated September 9, 2024.**

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BOARD / COMMITTEE / LEVEL

Human Resource Management Promotion
and Selection Board (HRMPSB)

Education Program Supervisor 1	submitted
Principal 3 Elementary	submitted
Principal 2 Elementary	submitted partial
Administrative Assistant III	submitted
Administrative Assistant II	NONE
Administrative Aide VI	submitted
Teacher-in-Charge Elementary	NONE

District Sub-Committees Elementary

Master Teacher II	submitted (Central, Sulangon), others not required.
Master Teacher I	submitted (Central, Sulangon), others not required
Teacher 3	submitted (Central, Sulangon), others not required
Teacher 2	submitted (Central, Sulangon), others not required

School Sub-Committees Secondary

Master Teacher II	submitted (Potungan NHS), others not required.
Master Teacher I	submitted (Potungan NHS), others not required.
Teacher 3	submitted (Potungan NHS), others not required.
Teacher 2	submitted (Potungan NHS), others not required.

Para sa Bansang Makabata, Batang Makabansa -MaTaTaG!


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

References:

RA 11032:	EASE IN DOING BUSINESS
ORAOHRA:	OMNIBUS RULES on APPOINTMENTS <i>and</i> OTHER HUMAN RESOURCE ACTIONS
DepEd Order No. 007, s. 2023:	THE DEPARTMENT OF EDUCATION MERIT SELECTION PLAN

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