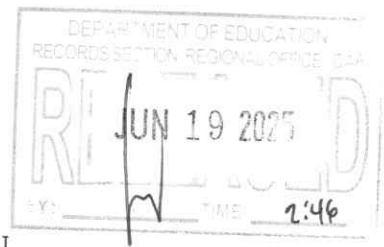




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



18 June 2025

REGIONAL MEMORANDUM

No. 421.2025

DISSEMINATION OF DM-OUHROD-2025-1423 "ADVANCE INFORMATION ON THE CREATION AND DEPLOYMENT OF THE ADDITIONAL 4,000 NEW TEACHING ITEMS (BATCH 2) FOR SCHOOL YEAR (SY) 2025-2026"

To: Assistant Regional Director
Schools Division Superintendents
All Divisions
All Others Concerned

1. Attached is Memorandum **DM-OUHROD-2025-1423**, titled **"ADVANCE INFORMATION ON THE CREATION AND DEPLOYMENT OF THE ADDITIONAL 4,000 NEW TEACHING ITEMS (BATCH 2) FOR SCHOOL YEAR (SY) 2025-2026 ."**
2. Consistent with the provisions outlined in **Memorandum DM-OUHROD-2025-1226**, titled **"Advance Information on the Creation and Deployment of New Teaching Items for School Year (SY) 2025-2026 and Conduct of Online Orientation,"** all field offices are hereby directed to use the said memorandum as a key reference. Notable points indicated in the enclosure to DM-OUHROD-2025-1423 are likewise emphasized for the guidance and compliance of all concerned.
3. For information, guidance and compliance.

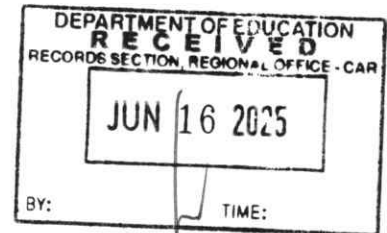

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director 

ASD/PS/msc
DM-OUHROD-2025-1423



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2025- 1423

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

ATTENTION : CHIEFS, ADMINISTRATIVE DIVISION
CHIEFS, SCHOOL GOVERNANCE AND OPERATIONS
DIVISION (SGOD)
HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)
PLANNING OFFICERS

FROM : WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : ADVANCE INFORMATION ON THE CREATION AND
DEPLOYMENT OF THE ADDITIONAL 4,000 NEW TEACHING
ITEMS (BATCH 2) FOR SCHOOL YEAR (SY) 2025-2026

DATE : 04 June 2025

This is to inform all concerned field offices that the **FOUR THOUSAND (4,000) new teaching items (Batch 2)** for Kindergarten to Grade 12 **have been allocated for SY 2025-2026**. The full lump sum for the creation of these items has already been requested from the Department of Budget and Management (DBM) last June 2, 2025 awaiting their approval.

Subject to the existing hiring guidelines, all field offices are instructed to **perform the necessary activities to expedite the hiring process and ensure 100% filling-up rate of these newly-created positions** not later than **September 2025**.

For your guidance, the details of the allocation and deployment of the new **teaching positions** can be found in the attached **Enclosure**.

For further clarifications and concerns, you may contact the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) through telephone number: (02) 8633-5397 or email at support.nspp@deped.gov.ph copy furnished bhrod.sed@deped.gov.ph.

For your information, immediate dissemination, strict compliance, and appropriate action.

Copy furnished

Office of the Secretary

Office of the Undersecretary for Field Operations

Allocation and Deployment of Additional Four Thousand (4,000) Newly-created Teaching Items (Batch 2) for School Year (SY) 2025-2026

The guidelines for allocation, deployment procedures, lodging of items, teacher requirement analysis, NOSCA issuance, hiring and appointments, and submission of the deployment report remain consistent with the provisions outlined in Memorandum [DM-OUHROD-2025-1226], titled **“Advance Information on the Creation and Deployment of New Teaching Items for School Year (SY) 2025-2026 and Conduct of Online Orientation,”** dated 13 May 2025. The said memorandum serves as a **key reference for guidance**.

Nevertheless, we would like to emphasize the following points:

1. The **allocation of new teaching items** should be prioritized to the newly established/legislated/integrated schools that do not have nationally funded teachers and the schools with acute shortage of teachers.
2. The computation of the teacher requirements for schools should be based on the current deployment parameters and using the attached **Teacher Requirement Analysis (TRA) template**.
3. The **SDO-SGOD (Division Planning Officer)** shall prepare the **deployment report** by school based on the attached allocation by legislative district/by division using the SY 2024-2025 LIS/BEIS data and the latest inventory of Plantilla positions, ensuring inclusion of the items created in FY 2024. All are advised to refer to the distribution of items by Program/Level of Education in the attached Deployment Report.

The verified and duly certified deployment report covering all newly created teaching positions under Batch 1 and Batch 2 shall be submitted to the Regional Office (RO) for consolidation **on or before 20 June 2025**.

4. In preparation of the deployment report by school, please refer to the attached file (pdf and excel) composed of nine (9) sheets as follows:
 - o Summary sheets, distribution of items by SDO and legislative district;
 - o Deployment report by school for JHS; and
 - o Various templates to be utilized by the SDO-SGOD and RO-Administrative Division for the actual deployment report by school to be submitted to BHROD-SED.
5. Upon receipt of the verified and duly certified deployment reports from the SDO – consolidated for Batch 1 and Batch 2 teaching allocations, the RO-Administrative Division shall ensure the accuracy and completeness of the number of teaching items allocated per legislative district and SDO, disaggregated by level of education and by program.

Following **vetting and approval by the Regional Director**, the **RO-Administrative Division shall submit the final consolidated Excel file along with the signed deployment report** reflecting the total teaching items for Batches 1 and 2 to BHROD-SED via email at **support.nspp@deped.gov.ph**, with a copy furnished to **bhrod.sed@deped.gov.ph**, no later than **30 June 2025**.

6. The schools indicated in the NOSCA issued by DBM-RO for **allocation in the JHS shall remain as is**, and no deviation is allowed. However, allocation for the main/mother school may be shared with its annex school if necessary. Alternatively, All **ES and SHS Teacher I position** shall be **lodged at the SDO** to provide flexibility in the deployment and transfer of an incumbent teacher as evidenced by teacher needs analysis.
7. The NOSCA shall be issued by the DBM-RO subsequently upon approval of items. If there are discrepancies between the NOSCA and the deployment report from the CO for JHSs, the SDO-SGOD must identify the affected schools and submit a list with legal bases to the RO-Administrative Division, which will then consolidate and forward the list to BHROD-SED for submission to DBM-RO.
8. The filling-up of new teaching items for FY 2025 will be monitored through the **Program Management Information System (PMIS)**, requiring SDO Administrative Officers to update the system immediately upon Schools Division Superintendents (SDS) approval of appointments. Additionally, SDOs must ensure timely updates to the **PSIPOP** based on issued appointments per NBC No. 549 (October 13, 2013) and achieve a **100% filling-up rate for new teaching positions by September 2025**.