



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 18, 2024

REGIONAL MEMORANDUM

No. **317**, s. 2024

**INVENTORY OF SCHOOLS DIVISION OFFICE REGULAR
PLANTILLA ITEMS**

To: Schools Division Superintendents
Human Resource Management Officers
All Others Concerned

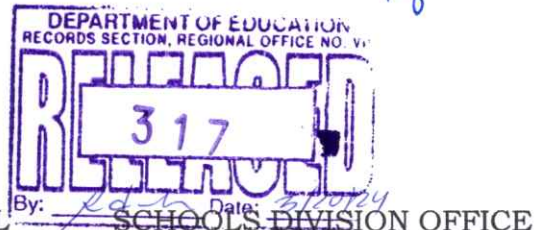
1. In view of the implementation of the Return to School Order of Non-Teaching Personnel and to track the status of implementation of the DepEd Rationalization Plan per DepEd Order No. 53, s. 2013, the Schools Division Superintendents are requested to conduct an inventory of the Schools Division Office regular plantilla items for submission to the Regional Office on or before **April 1, 2024**.
2. Co-terminus Items (CTI) with the incumbent shall also be included in the inventory. CTIs are those items which are not included in the approved staffing pattern for SDOs. Items created for SDOs after the 2013 Rationalization Plan program shall likewise be added. Attached is the template of the staffing pattern for reference.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

INVENTORY

PERSONNEL



AD-PS-EDR

Division of _____

INVENTORY OF SCHOOLS DIVISION OFFICE PERSONNEL

Approved Staffing Pattern for Schools Division Offices
(Large, Medium, and Small Classifications)
DO 53, s. 2013 - Approval and Implementation of the 2023 DepEd Rationalization Plan

UNIT/POSITION TITLE	Salary Grade	No. of Position				NAME OF INCUMBENT	UNIQUE ITEM NUMBER	ACTUAL OFFICE ASSIGNMENT	REMARKS
		Very Large	Large	Medium	Small				
1.00 Office of the Schools Division Superintendent									
1.10 Office of the SDS - Proper									
Schools Division Superintendent	26	1	1	1					
Assistant Schools Division Superintendent	25	3	2	1					
Administrative Assistant III	9	1	1	1					
Administrative Aide VI	6	4	3	2					
Administrative Aide IV	4	1	1	1					
Sub-total		10	8	6	5				
1.20 Legal Services									
Attorney III	21	1	1	1	0				
Legal Assistant I	10	1	1	0	0				
Sub-total		2	2	1	0				
1.30 ICT Services									
Information Technology Officer I	19	1	1	1	1				
Sub-total		1	1	1	1				
1.40 Administrative Services									
Administrative Officer V	18	1	1	1	1				
Administrative Aide VI	6	1	1	1	1				
Cash									
Administrative Officer IV	15	1	1	1	1				
Administrative Aide VI	6	1	1	1	0				
Personnel									
Administrative Officer IV	15	1	1	1	1				
Administrative Officer II	11	2	1	1	1				
Administrative Assistant III (Payroll)	9	1	1	1	1				
Administrative Assistant III (Payroll)	9	1	1	1	1				
Administrative Assistant III (Verifier)	9	1	1	1	1				
Administrative Assistant III (AAO)	9	1	1	1	1				
Administrative Assistant III (ERF Handler)	9	1	1	1	1				
Administrative Aide VI	6	1	1	1	1				
Property									
Administrative Officer IV	15	1	1	1	1				
Administrative Aide VI	6	1	1	1	1				

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UNIT/POSITION TITLE	Salary Grade	No. of Position				NAME OF INCUMBENT	UNIQUE ITEM NUMBER	ACTUAL OFFICE ASSIGNMENT	REMARKS
		Very Large	Large	Medium	Small				
<i>Records</i>									
Administrative Officer IV	15	1	1	1	1				
Administrative Aide VI	6	1	1	1	0				
Sub-total		17	16	16	14				
1.50 Finance Services									
<i>Accounting</i>									
Accountant III	19	1	1	1	1				
Administrative Assistant III	9	1	1	1	1				
Administrative Assistant III (Accounting)	9	1	1	1	1				
Administrative Assistant II	8	5	3	2	1				
<i>Budget</i>									
Administrative Officer V	18	1	1	1	1				
Administrative Assistant III (Budget)	9	1	1	1	1				
Administrative Assistant I	07	1	1	1	1				
Sub-total		11	9	8	7				
Total (Office of the SDS)		41	36	32	27				
2.00 Curriculum Implementation Division									
2.10 Office of the Division Chief									
Chief Education Supervisor	24	1	1	1	1				
Administrative Aide VI	6	1	1	1	1				
Sub-total		2	2	2	2				
Functional Teams for:									
Instructional Management/District Instructional Supervision									
Education Program Supervisor	22	9	9	9	9				
Public Schools District Supervisor	22	57	33	10	0				
Education Program Specialist II	16	9	5	2	1				
Learning Resources (LR) Management									
Education Program Supervisor	22	1	1	1	1				
Librarian II	15	1	1	1	1				
Project Development Officer II	15	1	1	1	1				
Sub-total		78	50	24	13				
Total (CID)		80	52	26	15				
3.00 Schools Governance and Operations Division									
3.10 Office of the Division Chief									
Chief Education Supervisor	24	1	1	1	1				

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		Very Large	Large	Medium	Small				
Education Program Supervisor	22	1	1	1	0				
Sub-total		2	2	2	1				
Functional Teams for:									
School Management M&E									
Senior Education Program Specialist	19	1	1	1	1				
Education Program Specialist II	16	1	1	1	1				
Social Mobilization and Networking									
Senior Education Program Specialist	19	1	1	1	0				
Education Program Specialist II	16	1	1	1	0				
Project Development Officer II	15	1	1	1	0				
School Health and Nutrition									
Medical Officer III	21	1	1	1	1				
Dentist II (deployed to districts)	17	11	7	2	1				
Nurse II (deployed to districts)	16	46	29	5	2				
Education Facilities									
Engineer III	19	1	1	1	0				
Human Resource Development									
Senior Education Program Specialist	19	1	1	1	1				
Education Program Specialist II	16	1	1	1	1				
Planning and Research									
Senior Education Program Specialist	19	1	1	1	0				
Planning Officer III	18	1	1	1	1				
Sub-total		22	47	18	9				
Total (SGOD)		24	49	20	10				
Grand Total for SDO		145	137	78	52				

Note: Please insert employees on Co-Terminus with the Incumbent (CTI) status. Positions not found in the staffing pattern for SDOs are considered CTI.

Prepared by:

Approved:

Division HRMO

Schools Division Superintendent