



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

May 20, 2024

**REGIONAL MEMORANDUM**

No. **579** s. 2024

**ADVANCE INFORMATION ON THE CREATION AND DEPLOYMENT OF NEW TEACHING ITEMS AND SCHOOL-BASED ADMINISTRATIVE OFFICER II ITEMS FOR SCHOOL YEAR (SY) 2024-2025**

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

- Attached is Memorandum DM-OUHROD-2024-0952 dated 16 May 2024 with the subject: Advance Information on the Creation and Deployment of New Teaching Items and School-Based Administrative Officer II Items for School Year (SY) 2024-2025.
- The Schools Division Superintendents shall ensure 100% filling-up rate of these newly created positions before the next scheduled budget hearing initially scheduled this August 2024.
- Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
 Regional Director

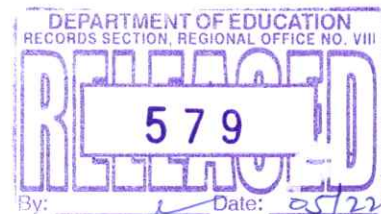
Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

CREATION                  DEPLOYMENT                  FILLING-UP                  NEW ITEMS

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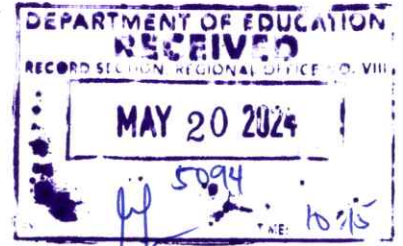


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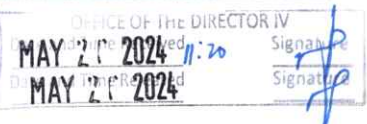
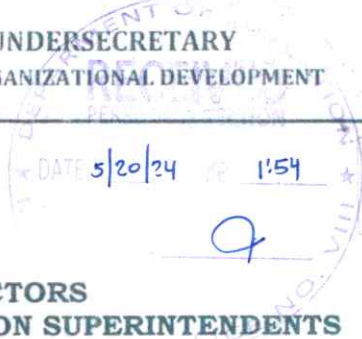


Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**  
**DM-OUHROD-2024-0952**



TO : **ALL REGIONAL DIRECTORS**  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**

ATTENTION : **CHIEFS, ADMINISTRATIVE DIVISION**  
**CHIEFS, SCHOOL GOVERNANCE AND OPERATIONS**  
**DIVISION (SGOD)**  
**ADMINISTRATIVE OFFICERS**  
**PLANNING OFFICERS**  
**ALL OTHERS CONCERNED**

FROM : **WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-charge, Undersecretary for Human Resource and*  
*Organizational Development*

SUBJECT : **ADVANCE INFORMATION ON THE CREATION AND**  
**DEPLOYMENT OF NEW TEACHING ITEMS AND SCHOOL-BASED**  
**ADMINISTRATIVE OFFICER II ITEMS FOR SCHOOL YEAR (SY)**  
**2024-2025**

DATE : 16 May 2024

This is to inform all concerned field offices that **TWENTY-TWO THOUSAND THREE HUNDRED TWENTY-THREE (22,323) new teaching items** for Kindergarten to Grade 12 including the Alternative Learning System (ALS) and **FIVE THOUSAND (5,000) Administrative Officer II (AO II) items** for Kindergarten to Grade 12 **have been allocated for SY 2024-2025.**

The full lump sum for the creation of these items has already been requested from the Department of Budget and Management (DBM) last 30 April 2024 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 before the next budget hearing deliberations initially scheduled this August 2024.

For your guidance, the full details of the allocation and deployment of the new **teaching positions** can be found in **Enclosure A**, while details for the **school-based**



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**non-teaching positions** can be found in **Enclosure B**.

For further clarifications and other 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](mailto:support.nspp@deped.gov.ph) copy furnish [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

For your information, strict compliance, and appropriate action.

**Advance Information on the Allocation and Deployment of New Teaching Items from Kindergarten to Grade 12 and Alternative Learning System (ALS) for School Year (SY) 2024-2025**

**I. Allocation of New Teaching Items**

The following considerations were taken into account by the DepEd Central Office (CO) in the distribution of the **22,323** items as requested in the DBM:

- a. The newly established/legislated/integrated schools that do not have nationally funded teachers and the schools with acute shortage of teachers were given priority; and
- b. The beneficiaries of national programs were given allocation in accordance with the committed hiring arrangements with the Department of Science and Technology (DOST) under Republic Act (RA) No. 10612 and RA No. 7687 also known as the Science and Technology Scholarship Acts and the Department of Labor and Employment's (DOLE) Program "Sa Pinas Ikaw ang Ma'am/Sir" (SPIMS), respectively.

**II. Deployment Procedures**

With the desire to effectively facilitate the filling-up of these **22,323** new teaching items and to ensure that the lump sum budget appropriated for this purpose will be fully utilized within the indicated Fiscal Year (FY), the following steps shall be undertaken:

**1. Conduct of preparatory activities at the different governance levels**

The following activities shall be undertaken by the Central Office (CO), Regional Offices (ROs), and Schools Division Offices (SDOs) while waiting for the approval of the lump sum appropriation for the 22,323 new teaching positions.

- a. **DepEd CO - BHROD** shall provide all ROs **electronic copies** of the following deployment report: by legislative district for Kindergarten/Elementary, by division for Senior High School (SHS), and by school for Junior High School (JHS).
- b. **RO - Administrative Division** shall immediately forward the said deployment report to the concerned SDO, attention to the **SDO - School Governance and Operations Division (SGOD)** and **SDO - Administrative Office** with corresponding instructions based on this Memorandum, particularly on the filling-up of items allocated for DOST scholar-graduates under RA Nos. 10612 and 7687 and for the DOLE's employment program beneficiaries under SPIMS.
- c. **SDO - Administrative Office, through the Administrative Officer IV (HRMO), in coordination with the Office of the Assistant Schools Division Superintendent (OASDS) or the Assistant Schools Division Superintendent** shall commence with the recruitment and selection process based on the existing hiring guidelines to ensure the immediate filling-up of the newly-created positions, effective **01 July 2024**.

## 2. Computation of teacher requirement

The **SDO-SGOD** shall compute the teacher requirement using the **MATATAG-based planning parameters** using the attached **teacher requirement analysis (TRA) template**. Kindly see **Enclosure A - Annex 1** for the details in the computation of class organization and teacher requirement analysis.

### MATATAG-based Planning Parameters

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) except Kindergarten	1 teacher per class consisting of 2 consecutive grade levels or 3 teachers for every MG school except Kindergarten
SPED Non-Graded (Elem/JHS)	Max of 15 learners per class	1 teacher per class
Grades 1-2	30 learners per class, maximum of 35 learners	1 teacher per class
Grade 3	30 learners per class, maximum of 35 learners	5 teachers for every 4 classes or 5:4 as specialization factor
Grade 4-6	40 learners per class, maximum of 45 learners	5 teachers for every 4 classes or 5:4 as specialization factor
Grades 7-10	40 learners per class, maximum of 45 learners	5 teachers for every 4 classes or 5:4 as specialization factor
Grades 11-12	Maximum of 40 learners per class	9 teachers in every 6 classes (9:6) as specialization factor
ALS	75 learners	1 teacher per 75 learners

## 3. Preparation of Deployment Report

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 2023-2024 LIS/BEIS data and the latest inventory of plantilla positions, including the items created in FY 2023 for Kindergarten/Elementary and Senior High Schools (SHS).

a. The **prioritization in the deployment of items** for Kindergarten/Elementary, SHS, and ALS shall be based on the following criteria:

1. Newly established/legislated/integrated schools without existing nationally funded teachers (i.e., school with existing School ID number

- and have legal basis on its establishment or creation);
  - 2. Schools with the highest Pupil/Student Teacher Ratio (P/STR);
  - 3. Schools with acute shortage of teachers;
  - 4. Schools in far-flung areas with teacher shortage;
  - 5. Multi-grade schools with less than three (3) teachers that covers Grades 1 to 6;
  - 6. Community Learning Centers for ALS with teacher shortage and
  - 7. Special Education Schools with teacher shortage.
- b. The BHROD – School Effectiveness Division (BHROD-SED) and the SDO-SGOD shall prepare the deployment report of the following groups based on the above-mentioned prioritization (Section 3.a):

Items Provided	Kinder/Elem	JHS	SHS
SPIMS Beneficiaries	SDO-SGOD	BHROD-SED / SDO-SGOD	--
DOST Scholar-graduates under RA 7687	--	BHROD-SED	--
DOST Scholar-graduates under RA 10612	--	--	SDO-SGOD
Regular Items (based on shortage)	SDO-SGOD	BHROD-SED	SDO-SGOD

**NOTE:** Kindly refer to the “Distribution of Items by Program/Level of Education” in the attached Deployment Report.

This Memorandum also includes files (pdf and excel) that shall be used in the preparation of deployment report, composed of **twelve (12) sheets:**

- 1. Summary sheets, distribution of items by SDO and legislative district;
- 2. Deployment report by school for JHS;
- 3. List of SPIMS beneficiaries for Kindergarten/Elementary and JHS. Kindly note that this is the same list attached in DM-OUHROD-2024-0521 or the *Guidance on the Hiring, Assessment, and Deployment of SPIMS Beneficiaries for SY 2024-2025* disseminated by BHROD-SED last April 1-5, 2024;
- 4. List of DOST scholar beneficiaries under RA No. 7687, see **columns K-M** for their school assignments;
- 5. List of DOST scholar beneficiaries under RA No. 10612; and
- 6. Various templates to be utilized by the SDO-SGOD and RO-Administrative Division for the actual deployment report to be submitted to BHROD-SED.

**4. Lodging of Plantilla Items**

- a. **For JHS** - Since the creation of items for JHS is school-specific, deviation from the list of schools prepared by BHROD-SED shall not be allowed, i.e., **the schools indicated in the NOSCA issued by the DBM-RO shall remain “as is”** EXCEPT for the main/mother school whose annex is in need of additional items. The school head is then instructed to share its allocation to the said annex school.

- b. **For ES and SHS** - All ES (*Teacher I and SPED Teacher I*) and SHS (*Teacher I and Special Science Teacher I*) positions shall be lodged at the SDO to provide flexibility in the deployment and transfer of an incumbent teacher from one school to another. The SDOs may redeploy, transfer and/or assign incumbent ES and SHS teachers in another school provided that such decisions are supported by teacher needs analysis.
- c. **For ALS** - Teacher I items for ALS are dedicated for **ALS Senior High School (ALS SHS) Program** and lodged at SDOs to allow flexibility in meeting learner's profile and needs. Prioritization of deployment shall be given to ALS SHS pilot schools with identified teacher shortage based on the teacher requirement analysis conducted by SDOs.

**5. Deployment Process under Special Hiring Arrangements**

The beneficiaries of the SPIMS Employment Program, officially endorsed by DepEd CO, shall undergo assessment in accordance with the hiring guidelines stipulated in DO 007 s. 2023. It should be noted, however, that all SPIMS beneficiaries shall be included in the CAR-RQA regardless of their total score obtained from the assessment. As part of the DepEd's commitment to guarantee the employment and reintegration of OFW returnees, no cut-off score shall apply to the beneficiaries. For further details, you may refer to *DM-OUHROD-2024-0521* or the "Guidance on the Hiring, Assessment, and Deployment of SPIMS Beneficiaries for School Year (SY) 2024-2025".

The SDO shall deploy the SPIMS beneficiaries with the following considerations:

- a. The school has an acute teacher shortage as evidenced by the teacher needs analysis conducted by SDO in reference to the most recent enrolment data;
- b. ES and JHS SPIMS beneficiaries can be deployed to schools with existing unfilled Teacher I items (created FY 2023 and below);
- c. Subject specialization needs of the JHS; and
- d. The beneficiaries will be deployed within or in a nearby municipality where they reside.

Kindly note that the CO-suggested school assignment for the beneficiaries as indicated in *DM-OUHROD-2024-0521* are still subject for SDO's consideration. The final school assignment of the SPIMS beneficiaries, both for ES and JHS, shall be decided upon by the SDOs based on the latest TRA.

**For DOST RA 7687 (Teacher I)**, the school assignments in the deployment report shall be strictly observed. However, in cases of non-existence of teacher shortage and/or mismatch in the subject specialization needs, the DOST scholar graduates may be redeployed provided, that they shall be given school assignment first, before items allocated for them is filled-up with applicants from the CAR-RQA.

It should be noted further that redeployment of identified scholar-graduates for reasons that are not supported by the above-mentioned conditions, e.g., replacing the scholar-graduate in favor of other appointees or transferees, shall not be allowed.

**For DOST RA 10612 (Special Science Teacher I)**, the deployment shall be prepared by the SDO-SGOD. The preparation of the deployment report should be pursuant to the provisions of RA 10612, stating that DOST scholars should be assigned to their home provinces, where the home address of the scholar graduate beneficiaries shall be considered. Kindly note that all Special Science Teacher (SST) I positions (SG-13) are allocated for RA No. 10612 DOST scholars only.

**6. Issuance of NOSCA**

The full lump sum for the creation of teaching items has been requested from the Department of Budget and Management (DBM). The NOSCA that will be issued by DBM-RO includes all items including those allocated to the special groups (DOST scholar-graduates under RA No. 10612 and RA No. 7687 and SPIMS beneficiaries).

The SDO Administrative Officer **shall immediately communicate with the qualified applicants from the regular and special hiring arrangements** to advise them on their school assignments and the documents required for submission once the NOSCA is issued. *Kindly note that the DBM does not issue NOSCA with specific names of DOST scholar-graduates and SPIMS beneficiaries.* You may refer to the attached list of beneficiaries as mentioned in Section 3.b.3, Section 3.b.4 and Section 3.b.5.

In case of **discrepancies** in the **number of items in the NOSCA vis-à-vis deployment report from the CO** (specifically the JHS), the SDO-SGOD shall identify these schools and submit the list to RO-Administrative Division together with the legal bases on the establishment of the school.

The RO-Administrative Division shall then submit the consolidated list of schools not included in the NOSCA, including its legal bases, to BHROD-SED for onward submission to DBM-RO. **It must be noted that most of the schools that were not issued with NOSCA in previous years were due to the non-existence of the schools in the GAA or absence of organizational code for the Unified Account Code Structure (UACS) of DBM.**

**7. Hiring and Appointments**

Appointments to vacant positions shall be in accordance with the relevant provisions of DO 007, s. 2023 (*Guidelines on the Recruitment, Selection, and Appointment in the Department of Education*). The selection of the candidates most qualified for appointment from among the applicants in the CAR-RQA shall be based on the: (a) principles of merit, fitness, and competence; (b) Localization Law; and (c) Other laws or provisions of the law, national policy, and/or agreements entered into by DepEd with other government and/or non-government institutions which grant priority in the appointment.

As indicated under "Remarks" column of the CAR-RQA, the following considerations may serve as additional guide for the appointing officers/authorities, in the exercise of sound discretion, in the selection of teacher applicants:



- a. Learning area specialization (Kindergarten or Early Childhood Education, Filipino, English, Math, Science, and other subject areas, SHS strand or specialization);
- b. Knowledge and qualifications in handling diverse types of learners such as ALS, SpEd, Madrasah, IPEd;
- c. Ethnic group, if any;
- d. Language/s proficiency, including Filipino Sign Language (FSL) for deaf learners;
- e. Priority given to beneficiaries under SPIMS, 4Ps, and RA 7687 DOST scholar graduates.

Aside from the DOST scholar-graduates and the SPIMS beneficiaries, attention is likewise directed to the **Special Provision Section 11 of the FY 2024 General Appropriations Act (GAA)** which states that, "*in the hiring of new teachers to fill vacant (newly created and vacated) teaching positions in the kindergarten to senior high school, priority shall be given to qualified LGU-funded teachers, learning support aides (LSAs), and volunteer teachers. Furthermore, community ALS implementors (CAIs), learning facilitators, and Inclusive Learning Resource Center (ILRC) personnel shall be given priority in filling-up teaching positions assigned to ALS program or special needs education, subject to applicable guidelines issued by DepEd*".

To improve the absorptive capacity and efficiency in hiring of DepEd teachers, all SDOs are instructed to ensure that qualified applicants to the newly-created regular teacher items and those under the special hiring arrangements are **appointed on or before August 2024**.

The **SPIMS and DOST beneficiaries are given until 30 September 2024** to report to their respective SDOs for the submission of application requirements and the processing of appointment papers to ensure the timely filling-up of the items created under special hiring arrangements.

However, **in cases of waiving of items due to disinterest, with existing job, extended contracts, failure to officially report to the SDO until September 30, 2024, and/or other reasons**, which may result in non-utilization of allocated items by the end of the school year, the following replacement procedures shall be observed:

- a. Teacher I items allocated for RA No. 7687 scholar-graduates and SPIMS beneficiaries may be filled-up immediately with other qualified applicants from the CAR-RQA.
- b. Teacher incumbents (Teacher I) under RA No. 7687 may apply for vacant/waived SST-I items allocated for RA No. 10612 scholar-graduates subject to the existing and applicable hiring guidelines. If there are no RA 7687 teacher incumbent applicants, the SDOs shall request for SST-I replacements to the BHR0D-SED. The endorsed RA 10612 scholar-graduates endorsed by the DOST-SEI shall then replace the vacant/waived SST-I items.
- c. The SDOs shall officially submit the list of waived items for SPIMS, DOST RA 7687, and RA 10612 with official waiver or other applicable means of verification of the waiving of beneficiaries/DOST scholar-graduates, provided

that the SDO HRMOs have exhausted efforts and means to communicate with the scholars and beneficiaries.

**8. Submission of Actual Deployment Report.** In the preparation and submission of the actual deployment report, the following process shall be undertaken:

- a. The **SDO-SGOD Chief** shall review and ensure the vetting of the deployment report by the Schools Division Superintendent (SDS) before submission of the scanned copy and the Excel file version to the RO-Administrative Division for consolidation. In case where it is necessary to deploy the JHS Teacher I to the annex school based on the teacher needs analysis conducted by the SDO instead of its mother school as provided in the deployment report for JHS, indicate in the column "Remarks", the School ID of the said annex school.
- b. The **RO-Administrative Division** shall ensure the accuracy of the number of items provided for each legislative district and SDO by level of education and by program (Regular, SPIMS, DOST, ALS, SPED). The attached regional template in Excel file shall be used by the RO-Administrative Division in consolidating the reports submitted by all SDOs.

Once vetted by the **Regional Director**, the **RO-Administrative Division** shall forward the consolidated Excel file and the signed copy of the deployment report to the BHROD-SED through this email: [support.nspp@deped.gov.ph](mailto:support.nspp@deped.gov.ph) copy furnish [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) on or before **15 July 2024**.

**9. Monitoring of Filling-up of New Teaching Items.** The FY 2024 accomplishment of the ROs/SDOs in terms of filling-up of items will be monitored through the Program Management Information System (PMIS). Hence, the Administrative Officer of the SDOs shall **immediately access and update the system at [pmis.deped.gov.ph](http://pmis.deped.gov.ph)** once the SDS signs the appointment paper of the newly hired teacher.

**10. Updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP).** SDOs are also reminded on the **timely updating of the PSIPOP** based on issued appointments in accordance with the National Budget Circular (NBC) No. 549 dated 13 October 2013.

**11. Timeline of Filling-Up for the Existing and FY 2024 Newly-Created Teaching Positions.** All SDOs are instructed to strategize, create, and submit an implementation plan (*see Enclosure A – Annex 2*) detailing the timeline of the hiring process which shall ensure 100% filling-up rate of all newly-created teaching positions on or before August 2024.

To achieve the 100% filling-up rate, the following measures must be observed:

- a. The CAR-RQA must be ready awaiting the issuance of NOSCA;
- b. Upon availability of the CAR-RQA and issuance of NOSCA, the hiring and appointment of existing unfilled items should immediately begin; and
- c. Hiring and appointment must commence on July 01, 2024, for the newly created teaching positions for FY 2024.

**Enclosure A - Annex 1****MATATAG-based Planning Parameters****I. Computation of Class Organization****1. Kindergarten (Min 25, Max 30)****Program**

1. If Kinder is zero, zero.
2. If Kinder is greater than zero, but less than the minimum standard (25), 1;
3. If Kinder is greater than the minimum standard (25) but less than or equal to 100, round down  $\text{kinder}/30$  + if the remainder of  $\text{kinder}/30$  is greater than 10, add 1, if not, add zero;
4. If Kinder is greater than 100, round down  $\text{Kinder}/30$  + if the remainder of  $\text{kinder}/30$  is greater than or equal to 15, add 1, if not, add zero.

**2. Grade 1-3 (Min 30, Max 35)****Program**

1. If G1 = zero, zero.
2. If Multigrade (1&2) is at most 25 then 1, zero.
3. If G1 is greater than zero, and less than or equal to minimum (30), 1;
4. If G1 is greater than the minimum (30), and is lower than or equal to 100, round down  $G1/35$  + if the remainder of  $G1/35$  is greater than 10, add 1, if not, add zero;
5. If G1 is greater than 100, round down  $G1/35$  + if the remainder of  $G1/35$  is greater or equal to 18, add 1, if not, add zero.

**3. Grade 4-6 (Min 40, Max 45)****Program**

1. If G4 = zero, zero.
2. If Multigrade (3&4 or 5&6) is at most 25 then 1, zero.
3. If G4 is greater than zero, and less than or equal to minimum (40), 1;
4. If G4 is greater than the minimum (40), and is lower than or equal to 100, round down  $G4/45$  + if the remainder of  $G4/45$  is greater than 10, add 1, if not, add zero;
5. If G4 is greater than 100, round down  $G4/45$  + if the remainder of  $G4/45$  is greater or equal to 23, add 1, if not, add zero.

**4. Grade 7-10 (Min 40, Max 45)****Program**

1. If G7 = zero, zero.
2. If G7 is greater than zero, and less than or equal to minimum (40), 1;
3. If G7 is greater than the minimum (40), and is lower than or equal to 100, round down  $G7/45$  + if the remainder of  $G7/45$  is greater than 10, add 1, if not, add zero;
4. If G7 is greater than 100, round down  $G7/45$  + if the remainder of  $G7/45$  is greater or equal to 23, add 1, if not, add zero.

**5. Grade 11-12 (Min 40, Max 40)****Program**

1. If G11 = zero, zero.
2. If G11 is greater than zero, and less than or equal to minimum (40), 1;

3. If G11 is greater than the minimum (40), and is lower than or equal to 100, round down  $G11/40 +$  if the remainder of  $G11/40$  is greater than 10, add 1, if not, add zero;
4. If G11 is greater than 100, round down  $G11/40 +$  if the remainder of  $G11/40$  is greater or equal to 20, add 1, if not, add zero.

**6. Non-Graded (Min/Max 15)**

**Program:** Round up  $(NG/15,0)$

**7. ALS (Max 75)**

**Program:** Round up  $(ALS \text{ learners by } SDO/75,0)$

Table 1 below shows the summarized computation of class organization:

**Table 1. Computation of Class Organization**

Enrollment	Class Organization
Enrollment is equal to 0 Multigrade (only for ES)	0
If Enrollment G1&G2 or G3&G4 or G5&G6 is at most 25	1
Enrollment is greater than 0 and is less than or equal to the minimum class size	1
Enrollment is greater than the minimum class size and is less than or equal to 100	<p>Round down enrollment divided by the <b>maximum class size</b> plus one (1) class if the <b>modulo (remainder)</b> of enrollment divided by the maximum class size is <b>greater than 10</b></p> <p><b>Example for Kindergarten with 61 learners:</b> The number of classes should be equal to rounding down 61 divided by 30 plus 0 since the modulo (remainder) is 1 which is less than 10, hence, a total of 2 classes.</p>
Enrollment is greater than 100	<p>Round down enrollment divided by the <b>maximum class size</b> plus one (1) class if the <b>modulo (remainder)</b> of enrollment divided by the maximum class size is <b>greater than the rounded half of maximum class size</b></p> <p><b>Example for Kindergarten with 110 learners:</b> The number of classes should be equal to rounding down 110 divided by 30 plus 1 since the modulo (remainder) is greater than 15, hence, a total of 4 classes.</p>
Non-graded	<p>Roundup NG enrollment divided by 15 which is both the minimum and maximum class size</p> <p><b>For example,</b> if a school has 40 non-graded learners, then a school should organize 3 classes.</p>

**II. Teacher Requirement Analysis**

Based on the number of classes organized per grade level, teacher requirement is computed as follows:

**Table 2. Teacher Requirement Formula**

Grade Level	Teacher Specialization Factor
Kindergarten	$T_{T(K)} = 0.5C_{t(K)}$ 1 Teacher per 2 sessions
Grades 1-3	$T_{T(GL)} = 1.0C_{t(GL)}$ 1 Teacher per class
Grades 4-10	$T_T \approx 1.25 C_{t(G7-10)}$ 5 Teachers for every 4 classes
Grades 11-12	$T_T \approx 1.5 C_{t(G11-12)}$ 9 Teachers for every 6 classes

where,

$T_{T(K)}$  is the total teacher requirement

$C_{t(K)}$  is the total number of classes organized (based on Annex A.I)

Now, to summarize the formula for class organization and teacher requirement from K to 12, the table below gives the parameters and considerations.

**Table 3. MATATAG-based Planning Parameters Reference Table**

Level	Class Organization			PARAMETERS		Remarks
	Minimum	Maximum	Rounded Half	Enrollment < or = 100 +1 class if excess is greater than:	Teacher Specialization Factor	
Kindergarten						1 Teacher per 2 sessions
Grade 1						1 Teacher per class
Grade 2						1 Teacher per class
Grade 3						1 Teacher per class
Elementary						5 Teachers for every 4 classes
Grade 4						5 Teachers for every 4 classes
Grade 5						5 Teachers for every 4 classes
Grade 6						5 Teachers for every 4 classes
Multi-grade						Max of 3 MG Teachers for every multi-grade
Grade 7						5 Teachers for every 4 classes
Junior High School						5 Teachers for every 4 classes
Grade 8						5 Teachers for every 4 classes
Grade 9						5 Teachers for every 4 classes
Grade 10						5 Teachers for every 4 classes
Senior High School						3 Teachers for every 6 classes
Grade 11						3 Teachers for every 6 classes
Grade 12						3 Teachers for every 6 classes
Non Graded						1 Teacher per MS
ALS						1 ALS teacher per 24 ALS learners within the MS

In the MATATAG-based planning parameters on Class Organization and Teacher Requirement Analysis, the **first part** of the formula computes for the rounded down quotient of enrollment data divided by the maximum class size. The initial quotient will give us the whole number of required class/es in per grade level. Given that the quotient is in its rounded down form, the **second part** of the formula solely computes for the modulo (remainder) of enrollment divided by the maximum class size. If the enrollment data is less than or equal to 100, the computed modulo shall reach greater than 10 before additional one (1) class is organized. Whereas, if the

Enclosure A (Teaching Items)

enrollment data is greater than 100, the modulo shall reach or exceed the rounded half of the maximum class size before adding another (1) class organized. The same logical computation shall apply to all grade levels.

For LSENs or Non-Graded, the same logical computation shall be applied using the given parameters above.

For the Multigrade, the total enrollment data of the following consecutive grade levels: a) Grades 1 & 2; b) Grades 3 & 4; c) Grades 5 & 6 shall be equal or less than 25 for them to be categorized as multigrade classes. One (1) class organized shall be computed for the levels which will reach this parameter.

**Advance Information on the Deployment of  
School-Based Administrative Officer II (AO II) Items for FY 2024**

**A. Allocation of New School-based AO II Items**

The **5,000 AO II** items are allocated and deployed to schools based on the following parameters or prioritization criteria:

1. **Schools without non-teaching personnel that are included in a cluster**, as identified through the submitted Non-Teaching Cluster Reports from the Field Offices<sup>1</sup>.

Reason: This approach aims to ensure efficiency in operations and enhance the welfare of non-teaching personnel by reducing the number of schools managed by each AO II.

2. **Stand-Alone Senior High Schools without non-teaching personnel.**

Reason: This allocation is intended to extend administrative support services to Stand-Alone Senior High Schools that have not yet been provided with non-teaching personnel since their establishment.

The indicative allocation list per Regional Office (RO) and Schools Division Office (SDO) is attached as **Enclosure B – Annex 1**.

**B. Job Description of Administrative Officer II (AO II)**

The AO II items are created and deployed to provide administrative support to the schools. They shall be under the direct supervision of the School Heads. As such, School Heads shall serve as the rater of AO II incumbents under the RPMS.

They shall perform the following functions:

**For Elementary and Junior High Schools**

- Human Resource Management and supply management (equivalent to the responsibilities of the parenthetical positions of Human Resource Management Officer I and Supply Officer I/Property Custodian); and
- Financial-related tasks.

**For Senior High Schools**

- The AO II deployed to Senior High Schools shall perform the functions provided in DepEd Order No. 019, s. 2016, *Guidelines on the Organizational Structure and Staffing Patterns of Stand-Alone and Integrated Public Senior High Schools (SHS)*.

The transfer of these personnel to non-schools and/or assigning non-school-related tasks and tasks outside of their job description is highly discouraged. The

<sup>1</sup> DM-OUHROD 2024-0123 or the *Implementation Strategy on the Immediate Removal of Administrative Tasks for Public School Teachers pursuant to DepEd Order No. 002, s. 2024*

detailed job description of AO II is provided in **Enclosure B – Annex 2**. AO II items created from previous years shall adopt the updated job description.

### C. Reminders on the Hiring and Deployment of AO II for FY 2024

1. Following the hiring process based on DO 007, s. 2023, the SDOs shall strategize, create, and submit an implementation plan (*see Enclosure B – Annex 3*) detailing the timeline of the hiring process, which shall ensure 100% filling-up rate of all school-based AO II positions by August 2024. The implementation plans must be submitted to the RO-HRMO for consolidation and submission to BHRD via email at [support.nspp@deped.gov.ph](mailto:support.nspp@deped.gov.ph) on or before **June 7, 2024**.
2. Consistent with the DBM's existing procedures on the creation of non-teaching positions for DepEd, the DBM ROs shall issue the corresponding Notice of Organization, Staffing, and Compensation Action (NOSCA) directly to DepEd SDOs.
3. Upon receipt of the NOSCA, the SDOs may immediately commence with the publication and posting of vacancies, initial evaluation, comparative assessment, and selection of the qualified applicants. All are directed to strictly adhere to process, criteria and point system stipulated under **DO 007 s. 2023** entitled "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*". The Qualification Standards (QS) shall be in accordance with the Civil Service Commission's (CSC's) approved qualification requirements for the position.
4. In consideration of the Department's priority to remove the administrative tasks from teachers, **the deployment of AO II items to a cluster of schools shall still be continued**. Hence, the **new AO II items** shall be deployed to a cluster of schools **following these parameters**:
  - a. The schools that will form as a cluster should be geographically adjacent and located within the same school district;
  - b. Schools without existing non-teaching personnel based on the latest Personal Services Itemization and Plantilla of Personnel (PSIPOP) shall be prioritized in the clustering/re-clustering of schools, however, proximity of schools shall still be the primary consideration; and
  - c. SDOs are reminded to ensure equitable distribution of schools (with 3 schools at maximum) per cluster.
5. The SDOs shall be responsible for identifying the cluster of schools where an AO II will be deployed. The schools provided in the deployment list per SDO shall serve as the mother school in forming the cluster of schools.
6. Adjustments to the current clusters and school assignments of existing AO II items shall be made in light of the deployment of new AO II items.
7. While awaiting the NOSCA, the SDOs can start assessing the impending changes in the school clustering. The SDOs shall be required to submit the revised clustering report.