



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

November 18, 2025

REGIONAL MEMORANDUM

No. **1555** s. 2025

**FILLING-UP OF UNFILLED NEWLY-CREATED SCHOOL-BASED TEACHING
AND NON-TEACHING ITEMS FOR FY 2020-2025**

To: Schools Division Superintendents
- Division of Eastern Samar and Calbayog City
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2025-3010 with the subject: Filling-Up of Unfilled Newly-Created School-Based Teaching and Non-Teaching Items for 2020-2025 and Orientation on the Online Monitoring Tool.
2. The concerned Schools Division Superintendents shall ensure 100% filling-up rate of newly created items by December 31, 2025.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

RONEL AL K. FIRMO CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosure: As stated

Reference: As stated

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

FILLING-UP

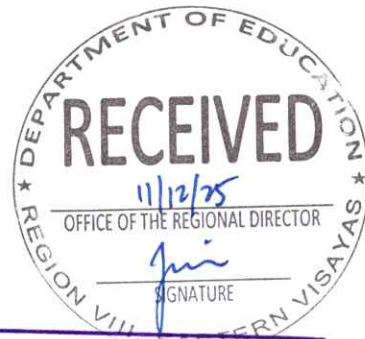
NEW ITEMS

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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2025-3010

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VIII
DATE: 11-13-25
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TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
FIELD HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
E-signed by
Wilfredo Cabral
10/30/2025 7:08:27 PM
*Undersecretary for Human Resource and
Organizational Development*

SUBJECT : **FILLING-UP OF UNFILLED NEWLY-CREATED SCHOOL-BASED
TEACHING AND NON-TEACHING ITEMS FOR FY 2020-2025 AND
ORIENTATION ON THE ONLINE MONITORING TOOL**

DATE : October 28, 2025

The Office of the Undersecretary for Human Resource and Organizational Development (OUHROD), through the Bureau of Human Resource and Organizational Development (BHROD), regularly monitors the filling-up of the newly created items under the New School Personnel Position (NSPP) program to ensure efficient program implementation. Further, DepEd's performance affects decisions on annual proposals for additional teaching and school-based non-teaching items.

As such, it is imperative to **achieve a 100% filling-up rate by December 31, 2025** for all created items across Regional Offices (ROs) and Schools Division Offices (SDOs). The number of unfilled teaching and school-based non-teaching items per SDO for FY 2020-2025 is provided in the **NSPP Unfilled Monitoring Tool** accessible through this link: bit.ly/NSPPUnfilledMonitoringTool.

With this, the BHROD requests the DepEd field offices to perform and provide the following:

A. Schools Division Offices

Responsible: Division Human Resource Management Officers

1. Fast-track the hiring and appointment processes of all pending applications for school-based personnel;
2. Update the status of filling-up in the PMIS on or before the 15th and 30th of every month;

ORD email
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3. Account for the specific reasons and the particular specialization requirements of the remaining unfilled items from the created teaching positions by accomplishing the reporting template in the **NSPP Unfilled Monitoring Tool** with sheet names:
 - a. Teaching 2025
 - b. Teaching 2020-2024;
4. Account for the specific reasons for the non-fill-up of created school-based non-teaching items by accomplishing the reporting template in the **NSPP Unfilled Monitoring Tool** with sheet names:
 - a. Non-Teaching 2025
 - b. Non-Teaching 2020-2024; and
5. Accomplish the reporting template on or before **November 14, 2025**.

B. Regional Offices

Responsible: Regional Human Resource Management Officers

1. Provide technical support to SDOs in the expeditious filling-up of vacant school-based items;
2. Ensure timely reporting of the filling-up of items in the PMIS and Government Manpower Information System (GMIS) on or before the 15th and 30th of every month;
3. Assist their respective SDOs in accomplishing the reporting template;
4. Ensure data accuracy and verify the accounted reasons for non-fill-up and other requirements, both for teaching and school-based non-teaching items;
5. Facilitate the certification of the regional-level data approved by the Regional Directors after the SDOs have completed their respective reporting templates and notify the BHROD **on or before November 17, 2025**.

Further, the BHROD-School Effectiveness Division (SED) shall conduct an online orientation and provide technical assistance to support all responsible personnel in accomplishing the online tool for the said purpose. The details of the online activity are as follows:

Date: November 10, 2025; Monday

Time: 9:00 AM to 10:30 AM

Participants: Regional and Division HRMOs

Orientation Link: bit.ly/Orient_NSPPUnfilledMonitoring

For submissions, concerns, and clarifications regarding this request, you may contact the BHROD-SED at telephone number (02) – 8633-5397 or through email address at **support.nspp@deped.gov.ph**.

For immediate and appropriate action.

Copy furnished:

Office of the Secretary, Department of Education



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