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**GUIDELINES ON THE ALLOCATION/DEPLOYMENT OF NEW TEACHING,
TEACHING-RELATED AND NON-TEACHING POSITIONS FOR FY 2010**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Others Concerned

1. It has become a policy of the Department of Education (DepEd) to create on a yearly basis, various positions for its offices and schools. These consist of the following:

- a. **Teaching Items.** These include Teacher I for pre-elementary, elementary and secondary education, alternative learning system, Madrasah, technical-vocational education and Special Education Teacher I for special education classes;
- b. **Teaching-Related Positions.** These refer to Education Program Supervisor, Principal I, Head Teacher I and Guidance Counselor; and
- c. **Non-teaching Items.** These include Librarian I, Senior Bookkeeper and Disbursing Officer II.

2. In order to maintain clarity and uniformity in the allocation/deployment of the said positions, the following guidelines should be strictly adhered to:

a. **Determination of Needs**

1. **Teaching Positions**

The requirement for teacher items within a schools division shall be determined by applying the "*Rainbow Spectrum*" or Color Coding Scheme as prescribed in the study on "*The Deployment and Utilization of Public School Teachers in the Philippines*". Using the Teacher Deployment Analysis of the Basic Education Information System-Quick Count Module (BEIS-QCM), a school-by-school assessment of the actual requirements of the school/division/region shall be done based on the following formula:



a. **Elementary Level (Grades I-IV)**

Enrolment (Grades I-IV)	-	Existing No. of Teachers

45 (standard PTR)		

b. **Elementary Level (Grades V-VI) and Secondary Level**

Enrolment	-	5 (teachers)
(Grades V-VI)/(Years I-IV)		
-----	x	----- Existing No. of Teachers
45 (standard STR)		3 (classes)

Note: 5:3 Teacher-Class Ratio means five (5) teachers to handle three (3) classes or a requirement of 1.67 teachers for every organized class.

c. **Pre-school.** The ideal pupil-teacher ratio is 25:1 (Executive Order No. 349). Teachers to be hired must be holders of Bachelor of Science in Education major in Early Childhood Education (ECE), or Bachelor's degree holders with 18 units in ECE.

d. **Special Education (SPED) classes/centers.** The ideal pupil/ student-teacher ratio is 15:1 (SPED Handbook). SPED teachers to be hired must be holders of Bachelor of Science in Education major in Special Education (SPED), or Bachelor's degree holders with 18 units in SPED. Further, priority shall be given to teachers who have handled a SPED program for more than ten (10) years and still occupying Teacher I plantilla item.

e. **Alternative Learning System (ALS) classes/centers.** The allocation shall be one (1) Teacher I (Mobile Teacher) per district. The ALS mobile teachers to be hired must be holders of Bachelor's degree and LET passers. They must have performed various duties and responsibilities that range from the conduct of learning sessions with learners, develop literacy and other related skills, establish functional networking, conduct action research activities and other related functions.

f. **Madrasah teachers for public schools offering Arabic Language and Islamic Values Education (ALIVE) Program.** These items are intended for Muslim teachers (Arabic Qualifying Examination and LET passers) who have undergone pre-service and in-service trainings and were professionalized under the Accelerated Teacher Education Program (ATEP).

g. **Technical-Vocational Schools.** The ideal student-teacher ratio (STR) for a typical tech-voc public secondary school is 20:1. (Ref. Proposed Manual of Operations for Tech-Voc Schools). Tech-Voc teachers to be hired must have specialization in Arts and Trades, Agriculture and Fishery with national certification.

- h. **Schools in relocation sites.** These should be considered to address the requirements of the schools affected by the relocation of informal settlers along the railway tracks, esteros and river banks in Metro Manila.
- i. It should be noted that the additional qualifications for the teachers of these special groups are on top of the provisions stipulated in DepEd Order No. 20, s. 2009.
- j. Finally, the deployment process and timelines stipulated under DepEd Order No. 29, s. 2009 entitled "*Flowchart on the Allocation/Deployment of New Teacher Items*" shall be followed.

2. Teaching-Related Positions

a. Education Program Supervisors (EPS)

- 1. **Regional Offices.** In the meantime that the staffing standards for regional offices have not yet been approved by the Department of Budget and Management (DBM), the average number of eight (8) EPS positions each for the Elementary and Secondary Education Divisions, and five (5) for Alternative Learning System Division shall be the basis in the allocation.
 - 2. **Schools Division Offices.** The existing DepEd-DBM Organization and Staffing Standards of nine (9) EPS for every schools division shall be the criteria to be used in the allocation.
- b. **Principal I.** The basis shall be one (1) for every complete elementary or secondary school with at least nine (9) teachers. A cluster of at least three (3) schools with an aggregate of at least nine (9) teachers shall also be entitled to this position as contained in DepEd Memorandum No. 180, s. 2010.
 - c. **Head Teacher I.** The basis shall be one (1) for every school with at least six (6) teachers to serve as a school head. Also, a cluster of at least three (3) schools with an aggregate of at least six (6) teachers shall be entitled to this item. In the case of far-flung areas, a cluster of schools shall be entitled to one (1) item as determined by the Schools Division Superintendent (DepEd Memorandum No. 180, s. 2010). Further, a disadvantaged, inaccessible, isolated island and mountain school may not form part of a school cluster. As a stand-alone school it shall be treated as a special case and shall be entitled to Head Teacher I position upon the recommendation of the Schools Division Superintendent (DepEd Order No. 12, s. 2010).

- d. **Guidance Counselor I.** Based on the existing DepEd-DBM Organization and Staffing Standards, one (1) position is allowed to secondary schools for every 500 enrolment.
- e. The Regional Office shall submit to the Research and Statistics Division-Office of Planning Service (RSD-OPS), the remaining requirements for the cited teaching-related positions (i.e., Head Teacher (HT), Principal (P) and Guidance Counselor (GC)), as endorsed by the Schools Division Superintendent. Below is the formula to be used in determining the remaining requirements:

Total Requirements **(a)** - Existing No. of Items **(b)**

Where:

(a) is based on the criteria cited in Item Nos. 2.2.b to 2.2.d for individual school and clustered schools; and

(b) is for individual school, clustered schools and reclassified positions.

3. Non-Teaching Positions

- a. **Senior Bookkeeper and Disbursing Officer II.** The basis in the allocation stated hereunder must all be met:
 - 1. With Principal position per PSIPOP;
 - 2. With agency code and teacher-designated as financial staff;
 - 3. With at least twenty (20) teachers; and
 - 4. With at least PhP2.5 million appropriations based on current General Appropriations Act.
- b. **Librarian I.** One (1) Librarian for newly established Library Hub in the division/district.
- c. The Regional Office shall also submit to the Research and Statistics Division-Office of Planning Service (RSD-OPS) the Positions Requirement Analysis for the cited non-teaching positions as endorsed by the Schools Division Superintendent.

b. Establishing Priorities

For purposes of establishing priorities, the data found in the BEIS shall influence decisions concerning the creation of teaching, teaching-related and non-teaching items.

The availability of new teaching positions has always been limited relative to the demand. Hence, the order of priority in the allocation shall be as follows:

1. Teaching Positions

- a. Elimination of “black” (no nationally-funded teachers) and “red-zone” schools, (i.e., schools with Pupil-Teacher Ratio (PTR) of 50:1 or greater for the elementary level and Student-Teacher Ratio (STR) of 40:1 or greater for the secondary level);
- b. At the elementary level, the teacher requirements of newly established/opened school in the barangay not being served by an elementary school, schools offering multi-grade classes and schools located in the indigenous communities shall be accordingly addressed;
- c. At the secondary level, the teacher requirements of newly established-legislated schools shall likewise be accorded priority. Further, additional requirements of Regional Science High Schools (RSHSs) per DepEd Order No. 46, s. 2009 must be met. Similarly, DOST-SEI scholars shall also be given priority; and
- d. Schools included in the “hot” color zone as shown in the table below shall likewise be addressed:

Color-coding	Elementary	Secondary
	Pupil-Teacher Ratio	Student-Teacher Ratio
Orange	45.00-49.99	35.00-39.99
Gold	40.00-44.99	30.00-34.99
Yellow		25.00-29.99

2. Teaching-Related Positions

- a. **Education Program Supervisor (EPS).** The Regional Offices (ROs) IV-A, IV-B and XIII shall be given preference. The “scrap-and-build” policy in the creation of new positions cannot be applied due to limited positions in the said regions.
- b. **Principal I and Head Teacher I.** Recipient schools shall be ranked according to the number of teachers.
- c. **Guidance Counselor I.** Due to limited positions to be created this fiscal year, only one (1) item shall be allocated per secondary school. The preference shall be those schools with Principal position per PSIPOP but without said item. Recipient schools shall be ranked according to the number of enrolment.

3. Non-Teaching Positions

- a. **Senior Bookkeeper and Disbursing Officer II.** Recipient schools shall be ranked according to the number of teachers.
- b. **Librarian I.** Divisions/Districts which have started the operation of Library Hubs.

3. All concerned offices are instructed to submit within a month after hiring, the profiles and assignments of the newly hired applicants to the Research and Statistics Division-Office of Planning Service (RSD-OPS).

4. Immediate dissemination of and compliance with this Order is directed.


MONA D. VALISNO
Secretary

References:

DepEd Order: (Nos. 20, 29 and 46 s. 2009; and 12, s. 2010)
DepEd Memorandum: (No. 180, s. 2010)

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

EMPLOYEES	POLICY
HIRING	TEACHERS

R: sgc - allocation/deployment of teaching, non teaching FY 2010
May 16, 2010