



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

**REGIONAL MEMORANDUM**

No. 1097, s. 2026

SEP 30 2026

**DIRECTIVE TO EXPEDITE THE FILLING-UP OF ALL EXISTING VACANT  
POSITIONS IN THE DEPARTMENT OF EDUCATION**

TO: Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. Attached is the Unnumbered Memorandum dated September 23, 2026, re: "Directive to Expedite the Filling-Up of All Existing Vacant Positions in the Department of Education," issued by the Office of the Secretary, which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated  
Reference: As stated

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

BUREAUS AND OFFICES  
HIRING  
RECRUITMENT

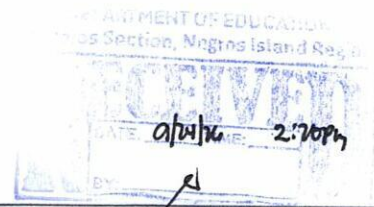
ASD/PS/LAS/REGIONAL MEMO-Dissemination-Unnumbered-Directive-Expedite Filling-up All Existing Vacant Positions-DepEd



Address: Batinguel, Dumaguete City, 6200  
Telephone Nos:  
Email Address: nir@deped.gov.ph  
Website: <https://tinyurl.com/nir-gov-ph>

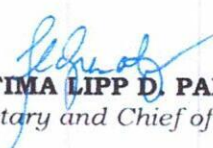


Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY



**MEMORANDUM**

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

FROM :  **ATTY. FATIMA LIPP D. PANONTONGAN**  
*Undersecretary and Chief of Staff*

  
**WILFREDO E. CABRAL**  
*Undersecretary for Human Resource and  
Organizational Development and Infrastructure*

SUBJECT : **DIRECTIVE TO EXPEDITE THE FILLING-UP OF ALL EXISTING  
VACANT POSITIONS IN THE DEPARTMENT OF EDUCATION**

DATE : 23 September 2026

In support of the continuing efforts of the Department of Education (DepEd) to strengthen its workforce and ensure the efficient, timely, and unhampered delivery of its quality basic education services, **all Regional Directors and Schools Division Superintendents are hereby directed to expedite the filling-up of all existing vacant authorized positions within their respective offices and jurisdictions.**

This directive underscores the importance and urgency of addressing the workforce gaps across all governance levels of the Department, particularly vacant authorized positions that are necessary to support the effective delivery of education programs, services, and operations.

Further, all field officials and personnel involved in the recruitment, selection, appointment, and deployment of personnel to vacant plantilla positions are reminded to strictly adhere to the established standards, policies, and guidelines on hiring in the Department and to ensure the timely completion of the corresponding processes.

All field offices are likewise advised to **regularly update and validate the DepEd Personnel Audit (DPA) Portal and the Department of Budget and Management's Government Manpower Information System (GMIS)** to reflect the current and accurate status of all authorized positions within their respective jurisdictions. The information reflected in the DPA portal and GMIS shall be consistent with the latest available personnel, plantilla, recruitment, selection, and appointment records. Any changes in the status of authorized positions, including the filling-up of vacant positions, shall be promptly reflected in the appropriate system.



2/F Rizal Building, DepEd Complex, Meralco Avenue, Pasig City  
Telephone No.: (02) 8637-2922; 8687-4177; 8636-4995; 8636-4876; Website: [www.deped.gov.ph](http://www.deped.gov.ph)

In addition, all field offices must submit **validated monthly status reports on the filling-up of vacant authorized positions** to the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure (OUHRODI) through the email address provided below. The reports shall indicate, as applicable, the number of positions filled, positions remaining vacant, status of recruitment and selection, and any significant bottlenecks or interventions undertaken to facilitate the filling-up of the remaining vacancies.

The DPA Portal, GMIS, and the monthly status reports shall serve as mechanisms for monitoring the progress of the Department in filling-up its vacant authorized positions and identifying areas requiring appropriate intervention.

Should you have questions or clarifications, you may coordinate with the OUHRODI through email [usec.hrod@deped.gov.ph](mailto:usec.hrod@deped.gov.ph).

For your strict compliance.



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