



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 916, s. 2026

AUG 26 2026

**ONLINE DISCUSSION ON THE EXPEDITIOUS FILLING-UP OF EXISTING
VACANT POSITIONS IN THE FIELD OFFICES**

TO: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHRODI-2026-2991 dated August 24, 2026, re: "Online Discussion on the Expeditious Filling-up of Existing Vacant Positions in the Field Offices," which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR E. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

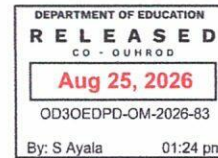
To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
POSITIONS

ASD/PS/JEM/REGIONAL MEMO -Dissemination-DM-OUHRODI-2026-2991-Online discussion on the expeditious filling-up existing vacant positions in the field offices



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM
OM-OUHRODI-2026-2991

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

ATTENTION : **REGIONAL AND SCHOOLS DIVISION HUMAN RESOURCE**
MANAGEMENT OFFICERS (HRMOs)

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

SUBJECT : **ONLINE DISCUSSION ON THE EXPEDITIOUS FILLING-UP OF**
EXISTING VACANT POSITIONS IN THE FIELD OFFICES

DATE : 24 August 2026

In line with the Department's continuing efforts to strengthen its workforce, and ensure efficient and uninterrupted delivery of services, the Bureau of Human Resource and Organizational Development (BHROD) has determined the need to streamline and expedite the hiring process for the filling-up of long-vacant and dormant positions in the field offices.

This initiative is in view of the urgency of addressing workforce gaps across all levels of the Department. Accordingly, the field offices shall be requested to validate and submit status reports on vacant positions, including, but not limited to, long-vacant and unfilled items. The validated status reports shall serve as basis for the formulation of catch-up plans and monitoring of the filling-up of vacant positions.

In this regard, an online orientation shall be conducted on **27 August 2026 via Microsoft Teams** to further discuss the filling of vacant positions and provide technical assistance to the field offices. To effectively facilitate the discussion, the Regional Offices (ROs) have been grouped into batches. The target participants, schedule of participation and meeting links are provided in **Annex A**, while the Program Flow is attached as **Annex B**.

For any questions or clarification, your office may coordinate with the Office of the Undersecretary of the Human Resource and Organizational Development through email at usec.hrod@deped.gov.ph.

For your information and appropriate action.

Thank you.

[bhrod-PD/JAUA]



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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT, AND INFRASTRUCTURE

Annex A

TARGET PARTICIPANTS

Governance Level	Target Participants
Central Office	All Divisions Under BHRD
Regional Office	- Regional Directors - Assistant Regional Directors - Chief Administrative Officer - Regional Office HRMO
Schools Division Office	- Schools Division Superintendents - Assistant Schools Division Superintendents - Administrative Officer V - Schools Division HRMO

SCHEDULE AND MEETING LINKS BY BATCH

Regions	Batch	Time	MS Teams QR Code and Link
I	1	9:00-10:30 AM	 https://tinyurl.com/mryub92h
II			
III			
CAR			
IV-A	2	10:30 AM-12:00 PM	 https://tinyurl.com/29atxcs9
IV-B			
V			
VI			
VII	3	1:00-2:30 PM	 https://tinyurl.com/mr329ckz
VIII			
IX			
X			
XI	4	2:30-4:00 PM	 https://tinyurl.com/4bkauk5p
XII			
XIII			
NCR			
NIR			

Participants are requested to ensure that their **display names during the meeting** follow this format: **“Region - Salutation (if any) + Full Name”** (e.g., XI – Mr. John Doe).



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Annex B

ONLINE DISCUSSION ON THE EXPEDITIOUS FILLING-UP OF EXISTING VACANT POSITIONS IN THE FIELD OFFICES

27 August 2026 | MS Teams

Indictive Program

Time	Agenda	Speaker
10 minutes	Rationale and Statement of Purpose	Dir. Albert Jerome C. Andres OIC-Director III, BHROD
30 minutes	Session 1: Context Setting and Status Report on the Plantilla Items ~ Newly-created item ~ Natural vacancies ~ Dormant vacant items ~ GMIS Updating	Usec. Wilfredo E. Cabral HRODI
15 minutes	Session 2: Expediting Hiring Process • Publication • HRMP SB Interview and Evaluation • HRMP SB Deliberation	Cecille A. Anyayahan PDO V, BHROD-HRDD
15 minutes	Session 3: Overview of the Catch-up Plan, Status Reports and Corresponding Templates	Michelle Ann A. Cruz SAO, BHROD-PD
20 minutes	Presentation of Prototype Commitment and Next Steps	Sebastian O. Cheng PDO II, BHROD-SED Dir. Dexter N. Pante OIC-Director III, BHROD