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**Department of Education**

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

DEPARTMENT OF EDUCATION  
**RELEASED**  
DO - OUHROD  
Aug 25, 2026  
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By: S Ayala 01:24 pm



BY: *[Signature]*  
DATE: *8/25/26*  
TIME: *2:14 PM*

**MEMORANDUM**  
**OM-OUHRODI-2026-2991**

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

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

FROM : **WILFREDO E. CABRAL**  
*E-signed by Wilfredo Cabral*  
*Aug 25, 2026, 1:20:51 PM*  
*[Signature]*  
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](mailto:usec.hrod@deped.gov.ph).

For your information and appropriate action.

Thank you.

*Aug. 25, 2026*  
*to: all concerned*  
*for info. & guidance.*

[bhrod-PD/JAUA]



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|                |           |      |        |
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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT, AND INFRASTRUCTURE

### Annex A

#### TARGET PARTICIPANTS

| Governance Level        | Target Participants                                                                                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Central Office          | <ul style="list-style-type: none"> <li>All Divisions Under BHROD</li> </ul>                                                                                                                             |
| Regional Office         | <ul style="list-style-type: none"> <li>Regional Directors</li> <li>Assistant Regional Directors</li> <li>Chief Administrative Officer</li> <li>Regional Office HRMO</li> </ul>                          |
| Schools Division Office | <ul style="list-style-type: none"> <li>Schools Division Superintendents</li> <li>Assistant Schools Division Superintendents</li> <li>Administrative Officer V</li> <li>Schools Division HRMO</li> </ul> |

#### SCHEDULE AND MEETING LINKS BY BATCH

| Regions | Batch | Time              | MS Teams QR Code and Link                                                                                                                                       |
|---------|-------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I       | 1     | 9:00-10:30 AM     | <br><a href="https://tinyurl.com/mrvub92h">https://tinyurl.com/mrvub92h</a> |
| II      |       |                   |                                                                                                                                                                 |
| III     |       |                   |                                                                                                                                                                 |
| CAR     |       |                   |                                                                                                                                                                 |
| IV-A    | 2     | 10:30 AM-12:00 PM | <br><a href="https://tinyurl.com/29atxcs9">https://tinyurl.com/29atxcs9</a> |
| IV-B    |       |                   |                                                                                                                                                                 |
| V       |       |                   |                                                                                                                                                                 |
| VI      |       |                   |                                                                                                                                                                 |
| VII     | 3     | 1:00-2:30 PM      | <br><a href="https://tinyurl.com/mr329ckz">https://tinyurl.com/mr329ckz</a> |
| VIII    |       |                   |                                                                                                                                                                 |
| IX      |       |                   |                                                                                                                                                                 |
| X       |       |                   |                                                                                                                                                                 |
| XI      | 4     | 2:30-4:00 PM      | <br><a href="https://tinyurl.com/4bkauk5p">https://tinyurl.com/4bkauk5p</a> |
| 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                                                                                                                                           | <b>Dir. Albert Jerome C. Andres</b><br>OIC-Director III, BHROD                                               |
| 30 minutes | Session 1: Context Setting and Status Report on the Plantilla Items<br>~ Newly-created item<br>~ Natural vacancies<br>~ Dormant vacant items<br>~ GMIS Updating              | <b>Usec. Wilfredo E. Cabral</b><br>HRODI                                                                     |
| 15 minutes | Session 2: Expediting Hiring Process <ul style="list-style-type: none"><li>• Publication</li><li>• HRMP SB Interview and Evaluation</li><li>• HRMP SB Deliberation</li></ul> | <b>Cecille A. Anyayahan</b><br>PDO V, BHROD-HRDD                                                             |
| 15 minutes | Session 3: Overview of the Catch-up Plan, Status Reports and Corresponding Templates                                                                                         | <b>Michelle Ann A. Cruz</b><br>SAO, BHROD-PD                                                                 |
| 20 minutes | Presentation of Prototype<br><br>Commitment and Next Steps                                                                                                                   | <b>Sebastian O. Cheng</b><br>PDO II, BHROD-SED<br><br><b>Dir. Dexter N. Pante</b><br>OIC-Director III, BHROD |