



Republic of the Philippines  
**Department of Education** -  
 REGION I

DEPED REGIONAL OFFICE I  
**RELEASED**

AUG 04 2020

BY: y 07716

Office of the Regional Director

AUG 04 2020

REGIONAL MEMORANDUM  
 No. 410, s. 2020

**APPROVAL AND DEPLOYMENT OF THE ADMINISTRATIVE OFFICER II  
 ITEMS FOR ELEMENTARY SCHOOLS**

To: All Schools Division Superintendents

1. This refers to the attached memorandum dated July 14, 2020 from Usec. Jesus L. R. Mateo, Undersecretary for Planning Service and Bureau of Human Resources and Organizational Development (BHROD) re: Approval and Deployment of the Administrative Officer (AO) II Items for Elementary Schools.
2. For information, guidance and compliance.

**TOLENTINO G. AQUINO**  
 Director III  
 Officer-In-Charge  
 Office of the Regional Director

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

Data	Positions	Procedure
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ADP/hfa/RM012  
 August 3, 2020



Regional Memo: Approval And Deployment Of The Administrative Officer II Items For Elementary Schools

**DepEd Region 1: Built on character; empowered by competence.**



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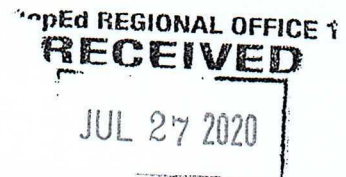
Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Kalihim**  
Office of the Undersecretary

MEMORANDUM  
DM-PHROD-2020-00235



TO : All Regional Directors  
All Schools Division Superintendents  
RO-Personnel Section  
SDO- Personnel Unit  
All Others Concerned



FROM :   
JESUS L.R. MATEO  
Undersecretary

SUBJECT : APPROVAL AND DEPLOYMENT OF THE ADMINISTRATIVE  
OFFICER II ITEMS FOR ELEMENTARY SCHOOLS

DATE : 14 July 2020

1. The Department of Education (DepEd) recognizes the need for additional non-teaching personnel at the school level in order to address ancillary workload distribution in schools and to unload teachers from performing tasks outside the teaching and learning process. This is anchored on the preliminary results of the Teacher Workload Study, consistent with the findings of external studies, and further validated during the series of workshops on the School-centered Organizational Review and Alignment.
2. The approved Administrative Officer II (AO II) position shall perform functions related to human resource management and supply management, equivalent to the responsibilities of the parenthetical positions of Human Resource Management Officer I and Supply Officer I / Property Custodian. One (1) AO II item is intended for each medium, large and very large elementary school based on school level data of SY 2018-2019 when the proposal was prepared (Source: Planning Service).
3. In view of the limited AO II items approved for FY 2020 and in order to maximize the availability of the items, the Schools Division Superintendent (SDS) may deploy the AO II items allocated for their Schools Division Office (SDO) as shared services catering to a DepEd district or a cluster of nearby schools without existing administrative items. This may be applied for the first year of implementation or until such time that additional AO II items will be created. SDOs are reminded, however, to retain the original school assignment of the plantilla items in the Personal Services Itemization and Plantilla of Personnel (PSIPOP) for easier tracking and documentation.
4. Consistent with the Department of Budget and Management's (DBM) existing procedures on the creation of non-teaching positions for DepEd, the DBM Regional Offices (ROs) will

BHROD-OED /Ricafort  
DM-PHROD-2020-00235