



Republic of the Philippines
Department of Education
 REGION I

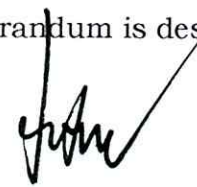


REGIONAL MEMORANDUM
 No. 264, s. 2023

RETURN TO SCHOOL ORDER FOR ALL SCHOOL-BASED NON-TEACHING PERSONNEL CREATED IN FISCAL YEAR (FY) 2017-2019 AND FY 2020-2023

To: All Schools Division Superintendents

1. This is in reference to the attached Memorandum DM-OUHROD-2024-0270 dated February 21, 2024 from Wilfredo E. Cabral, Regional Director, OIC, Office of the Undersecretary for Human Resource and Organizational Development, Department of Education, re: Return to School Order for all School-Based Non-Teaching Personnel Created In Fiscal Year (FY) 2017-2019 and FY 2020-2023.
2. The Department of Education issued DM-OUHROD-2024-0123, or the Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School Teachers Pursuant to DepEd Order No. 002, s. 2024, which provided guidelines and instructions to Regional Offices (ROs) and Schools Division Offices (SDOs) on the support needed by schools to abide according to provisions of DO 002, s. 2024
3. In line with this, the following school-based non-teaching personnel must immediately report and permanently be stationed at their schools:
 - a. All Administrative Assistant III (ADAS III) and Administrative Assistant II (ADAS II) created in FY 2017-2019; and
 - b. All Administrative Officer II (AO II) and Project Development Officer I (PDO I) created in FY 2020-2023.
4. Immediate dissemination and compliance to this Memorandum is desired.


TOLENTINO G. AQUINO
 Director IV
 86

Encl.: None
 Reference: As Stated
 To be indicated in the Perpetual Index
 Under the following subjects:

SCHOOL ORDER PERSONNEL

AD/ann/RM_ ReturntoSchoolOrderforallSchool-BasedNon-TeachingPersonnel

March 4, 2024



Flores St., Catbangan, City of San Fernando, La Union

Telephone Nos.: (072) 607-8137/682-2324




Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2024-0270

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

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : **RETURN TO SCHOOL ORDER FOR ALL SCHOOL-BASED NON-TEACHING PERSONNEL CREATED IN FISCAL YEAR (FY) 2017-2019 AND FY 2020-2023**

DATE : 21 February 2024

On 30 January 2024, the Department of Education (DepEd) issued **DM-OUHROD-2024-0123**, or the *Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School Teachers Pursuant to DepEd Order No. 002, s. 2024*, which provided guidelines and instructions to Regional Offices (ROs) and Schools Division Offices (SDOs) on the support needed by schools to abide according to provisions of **DO 002, s. 2024**.

In support of this endeavor, **the Department hereby instructs all ROs and SDOs to ensure that all school-based non-teaching personnel detailed in other offices are deployed in their assigned schools.**

Specific to this instruction, **the following school-based non-teaching personnel must immediately report and permanently be stationed at their schools:**

1. All Administrative Assistant III (**ADAS III**) and Administrative Assistant II (**ADAS II**) created in FY 2017-2019; and



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8637-7206
Email Address: usec.hrod@deped.gov.ph
Website: <https://www.deped.gov.ph>

Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	1 of 2



DepEd RO1

Documan 8
REC2401158

2. All Administrative Officer II (**AO II**) and Project Development Officer I (**PDO I**) created in FY 2020-2023.

This Memorandum is consistent with DM-OUHROD-2024-0123 which states that “Non-teaching personnel intended for schools still stationed in SDOs shall be immediately deployed.” Furthermore, this **Return to School Order** shall strengthen the mechanisms intended to provide administrative support that schools need to enable teachers to focus on quality instruction and provide manpower complement in all public schools.

Failure to comply with this Memorandum **shall be dealt with accordingly.**

For your immediate and strict compliance.

Copy furnished:

ATTY. MICHAEL WESLEY T. POA
Undersecretary and Chief of Staff

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations