



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 632 s. 2024

To: All Schools Division Superintendents

APPROVAL OF THE CREATION OF NEW SCHOOL-BASED ADMINISTRATIVE OFFICER II (AO II) POSITIONS TO PUBLIC ELEMENTARY AND SECONDARY SCHOOLS FOR FISCAL YEAR (FY) 2024

1. This is in reference to the attached MEMORANDUM-DM-OUHROD-2024-1052 dated June 3, 2024 from Dir. Wilfredo E. Cabral, Regional Director, Officer-In-Charge, Office of the Undersecretary for Human Resource and Organizational Development, re: Approval of the Creation of New School-Based Administrative Officer II (AO II) Positions to Public Elementary and Secondary Schools for Fiscal Year (FY) 2024.

2. In line with this, it is informed that the release of the Notice of Organization, Staffing and Compensation Action (NOSCA) will be directly issued to the Schools Division Offices (SDOs) for Elementary and Senior High Schools, and to the schools for Junior High Schools where the AO II items are allocated. It is reiterated that SDOs may immediately start with their hiring process strictly adhering to the process, criteria and point system stipulated under DepEd Order No. 007, s. 2023

3. Moreover, it is requested that SDOs shall already prepared the implementation plan using the Enclosure B-Annex 3. It is also reminded to strictly follow the procedure for deployment, the monitoring of filling-up of the said AO II items, through access and updating of the Program Management Information System (PMIS), together with updating the Personal Services Itemization and Plantilla of Personnel (PSIPOP), and updating the Quick Count Monitoring Tool.

4. For information, guidance and strict compliance.

TOLENTINO G. AQUINO
 Director IV

Encl.: As Stated

References: As Stated

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

GUIDELINES	INFORMATION	ITEMS	MONITORING
OFFICERS	ORDER	POSITIONS	PROCEDURES

AD/PS/hfa/RM_ApprovalofAOIIItems

June 4, 2024



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
 DM-OUHROD-2024-1052

**TO : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
 ALL OTHERS CONCERNED**

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

**SUBJECT : APPROVAL OF THE CREATION OF NEW SCHOOL-BASED
 ADMINISTRATIVE OFFICER II (AO II) POSITIONS TO PUBLIC
 ELEMENTARY AND SECONDARY SCHOOLS FOR FY 2024**

DATE : June 03, 2024

This is to inform all concerned field offices that the Department of Budget and Management (DBM) has **approved** the creation of **Five Thousand (5,000) new School-based Administrative Officer II (AO II) items for Fiscal Year (FY) 2024** last 27 May 2024.

In this connection, the DBM Regional Offices (DBM-ROs) shall issue the Notice of Organization, Staffing, and Compensation Action (NOSCA) directly to the Schools Division Offices (SDOs) for Elementary and Senior High Schools, and to Schools for AO II intended for Junior High Schools.

Upon issuance of NOSCA, the SDOs may immediately commence with the publication and posting of vacancies, initial evaluation, comparative assessment, and selection of the qualified applicants. All are directed to strictly adhere to process, criteria and point system stipulated under DO 007 s. 2023 entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education". The Qualification Standards (QS) shall be in accordance with the Civil Service Commission's (CSC's) approved qualification requirements for the position.

It is expected that all SDOs have already prepared the implementation plan, to be accomplished using **Enclosure B – Annex 3** of DM-OUHROD-2024-0952 or *Advance Information on the Creation and Deployment of New Teaching Items and School-Based Administrative Officer II Items for School Year (SY) 2024-2025*. The implementation



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plan shall contain the timeline of the hiring process, which shall be strictly monitored to ensure **100% filling-up** rate of all school-based AO II positions by **August 2024**.

For the **Allocation List** and **Job Description**, kindly refer to the attachments in the *DM-OUHROD-2024-0952* or *Advance Information on the Creation and Deployment of New Teaching Items and School-Based Administrative Officer II Items for School Year (SY) 2024-2025*.

To effectively facilitate the filling-up of these new AO II items and to ensure that the lumpsum appropriated for this purpose shall be fully utilized within FY 2024, this Office provides the following supplemental information or details regarding deployment procedures and monitoring mechanisms:

A. Procedure for Deployment

1. Preparation of Deployment/Cluster Report

In consideration of the Department's priority to remove the administrative tasks from teachers, **the deployment of AO II items to a cluster of schools shall still be continued**. Hence, the **new AO II items** shall be deployed to a cluster of schools following these procedures:

- a. The **parameters** for clustering schools are as follows:
 - i. The schools that will form as a cluster should be geographically adjacent and located within the same school district;
 - ii. Schools without existing non-teaching personnel based on the latest Personal Services Itemization and Plantilla of Personnel (PSIPOP) shall be prioritized in the clustering/re-clustering of schools, however, proximity of schools shall still be the primary consideration; and
 - iii. SDOs are reminded to ensure equitable distribution of schools (with 3 schools at maximum) per cluster.
- b. The SDOs shall be responsible for the identification of the cluster of schools where an AO II will be deployed. The **schools provided in the deployment list** per SDO shall serve as the **mother school** in forming the cluster of schools. The use of "mother school" is for clustering arrangements only and should not in any way create inequities in rendering shared services in clustered schools.
- c. **Adjustments to the current clusters** and school assignments of **existing AO II** items shall be made in light of the deployment of new AO II items. However, ensure that any changes shall take into account the general welfare of all AO II and the varied contexts of schools.
- d. No AO II personnel shall be deployed to schools with hired Administrative Support Staff under Contract of Service engagement.



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2. Submission of Actual Deployment/Cluster Report

- a. The SDO-HRMOs shall update the deployment/cluster report for the existing and newly-created AO II items using the deployment/cluster report template¹. **For SDOs without allocation for AO II this FY 2024**, an updated deployment/cluster report shall still be submitted.
- b. The updated deployment/cluster report shall be approved by the Schools Division Superintendent (SDS) for submission to the Regional Office.
- c. The RO-HRMOs shall consolidate the deployment/cluster report of all Divisions and submit to the Regional Director for approval.
- d. Once approved by the **Regional Director**, the **RO-HRMO** shall forward the consolidated Excel file and the signed copy of the deployment report to the BHRD-SED through this email: support.nspp@deped.gov.ph copy furnish bhrod.sed@deped.gov.ph **on or before 30 July 2024**. No individual submissions from SDOs will be accepted.

3. Support to Schools

To ensure smooth implementation of these newly created items at the school level, the SDOs shall provide the following support to the schools:

- a. Devise a mechanism/strategy for the reporting schedule of AO II personnel to their assigned cluster of schools;
- b. Conduct induction and onboarding sessions and provide technical assistance in the areas of Human Resource (HR), Supply Management, and Finance for the new personnel that shall be hired for the positions; and
- c. Ensure smooth transition and turnover of documents and responsibilities, under the supervision of school heads or designated teachers.

B. Monitoring of Filling-Up of Newly-Created AO II Items

1. The FY 2024 accomplishment of the ROs/SDOs in terms of filling-up of items will be monitored through the Program Management Information System (PMIS). Hence, the SDOs **shall immediately access and update the system at pmis.deped.gov.ph** once the SDS signs the appointment paper of the newly hired AO II. Encoding of the report to the system by the SDO Administrative Officer shall begin on **15 June 2024**.
2. SDOs are also reminded on the **timely updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP)** based on issued appointments in accordance with the National Budget Circular (NBC) No. 549 dated 13 October 2013.

¹ The SDOs and ROs may use their existing deployment/cluster report that was accomplished and validated by the field offices last March and May 2024.



3. The SDOs shall also update the **Quick Count Monitoring Tool** [bit.ly/NTPStatusFillingUp] to account for the actual filling-up status of all authorized positions every 15th and last day of the month.

For further clarifications and other concerns, you may communicate with Ms. Ina Marie Claire Mallari or Ms. Ann Margaret L. Lazaro of BHROD-SED through landline no. (02) 8633 - 5397 or email at bhrod.sed@deped.gov.ph copy furnish support.nspp@deped.gov.ph.

For your information, strict compliance, and appropriate action.



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