



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



**REGIONAL MEMORANDUM**

No. 652 s. 2024

To: All Schools Division Superintendents  
 All Others Concerned

**ONLINE ORIENTATION ON THE DEPLOYMENT GUIDELINES FOR THE NEWLY-CREATED TEACHING ITEMS FROM KINDERGARTEN TO GRADE 12 AND ALTERNATIVE LEARNING SYSTEM (ALS) AND SCHOOL-BASED ADMINISTRATIVE OFFICER II (AO II) ITEMS FOR SCHOOL YEAR (SY) 2024-2025**

1. This is in reference to the attached MEMORANDUM DM-OUHROD-2024-1107 dated June 7, 2024 from Dir. Wilfredo E. Cabral, Regional Director, Officer-In-Charge, Office of the Undersecretary for Human Resource and Organizational Development, re: Online Orientation on the Deployment Guidelines for the Newly-Created Teaching Items from Kindergarten to Grade 12 and Alternative Learning System (ALS) and School-Based Administrative Officer II (AO II) Items For School Year (SY) 2024-2025.
2. It is informed that the Bureau of Human Resource and Organizational Development – School Effectiveness Division will be conducting the online orientation on June 19, 2024 for the Luzon Cluster. The orientation aims to discuss the full details of the allocation and deployment of these new teaching and non-teaching items such as the allocation of items, deployment criteria and other procedural guidelines.
3. In line with this, this Office respectfully requests the attendance of the Schools Division Office Administrative Officer II and/or the Human Resource Management Officer for the said activity at **[bit.ly/NSPP2024OrientationBatch1](https://bit.ly/NSPP2024OrientationBatch1)**. Confirmation of attendance shall be done by accomplishing the form at the link – **[bit.ly/NSPP2024OrientationConfirmation](https://bit.ly/NSPP2024OrientationConfirmation)** on or before June 14, 2024.
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:

DEPLOYMENT	INFORMATION	ITEMS	OFFICERS
ORDER	ORIENTATION	POLICY	POSITIONS
TEACHERS			

AD/PS/hfa/RM\_OnlineOrientationontheDeploymentGuidelinesofNewItems

June 10, 2024



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Republika ng Pilipinas


## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OUHROD-2024-1107

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

ATTENTION : **CHIEFS, ADMINISTRATIVE DIVISION**  
**CHIEFS, SCHOOL GOVERNANCE AND OPERATIONS**  
**DIVISION (SGOD)**  
**ADMINISTRATIVE OFFICERS/HRMOs**  
**PLANNING OFFICERS**  
**ALL OTHERS CONCERNED**

FROM :   
**WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-charge, Undersecretary for Human Resource and*  
*Organizational Development*

SUBJECT : **ONLINE ORIENTATION ON THE DEPLOYMENT GUIDELINES**  
**FOR THE NEWLY-CREATED TEACHING ITEMS FROM**  
**KINDERGARTEN TO GRADE 12 AND ALTERNATIVE LEARNING**  
**SYSTEM (ALS) AND SCHOOL-BASED ADMINISTRATIVE**  
**OFFICER II (AO II) ITEMS FOR SCHOOL YEAR (SY) 2024-2025**

DATE : 07 June 2024

This has reference to the Department of Budget and Management's (DBM) approval of the creation of **TWENTY-TWO THOUSAND THREE HUNDRED TWENTY-THREE (22,323) new teaching items** for Kindergarten to Grade 12 and Alternative Learning System (ALS) for SY 2024-2025 dated 31 May 2024 and **FIVE THOUSAND (5,000) school-based Administrative Officer II (AO II) items** for SY 2024-2025 dated 27 May 2024.

The information on the approval of these items was disseminated to all Regional Offices (ROs) and Schools Division Offices (SDOs) through **DM-OUHROD-2024-1095** or the *Approval of the Creation of New Teaching Items from Kindergarten to Grade 12 and Alternative Learning System (ALS) for School Year (SY) 2024-2025* dated 06 June 2024 for teaching items and **DM-OUHROD-2024-1052** or the *Approval of the Creation of New School-Based Administrative Officer II (AO II) Positions to Public Elementary and Secondary Schools for FY 2024* dated 03 June 2024 for the school-based AO II items.



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Further, the advance information on the allocation of these items was disseminated to all ROs and SDOs through **DM-OUHROD-2024-0952** or the *Advance Information on the Creation and Deployment of New Teaching Items and School-Based Administrative Officer II Items for School Year (SY) 2024-2025* dated 16 May 2024.

In view of this, an online orientation shall be conducted by the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) on **June 19-21, 2024** for selected participants from the ROs and SDOs to **expedite the filling-up of these newly-created school-based items**. This orientation aims to discuss the full details of the allocation and deployment of these new teaching and non-teaching items such as the allocation of items, deployment criteria, and other procedural guidelines as provided in DM-OUHROD-2024-0952.

This online orientation shall be conducted in three (3) batches via **MS Teams** with respective dates and target participants as follows:

Batch	Date	Target Participants		Meeting Link
		Morning Session (8am to 12 nn)	Afternoon Session (1pm to 5pm)	
Luzon Cluster	June 19, 2024	<b>Per RO:</b> Administrative Officer and/or HRMO; and Regional Planning Officer	<b>Per RO:</b> Administrative Officer and/or HRMO	<a href="https://bit.ly/NSPP2024OrientationBatch1">bit.ly/NSPP2024OrientationBatch1</a>
Visayas Cluster	June 20, 2024	<b>Per SDO:</b> Administrative Officer and/or HRMO; and Division Planning Officer	<b>Per SDO:</b> Administrative Officer and/or HRMO	<a href="https://bit.ly/NSPP2024OrientationBatch2">bit.ly/NSPP2024OrientationBatch2</a>
Mindanao Cluster	June 21, 2024	<b>Per SDO:</b> Administrative Officer and/or HRMO; and Division Planning Officer	<b>Per SDO:</b> Administrative Officer and/or HRMO	<a href="https://bit.ly/NSPP2024OrientationBatch3">bit.ly/NSPP2024OrientationBatch3</a>

Kindly refer to **Annex A** for the Indicative Program of Activities. For confirmation of attendance, please accomplish the online form through this link: [bit.ly/NSPP2024OrientationConfirmation](https://bit.ly/NSPP2024OrientationConfirmation) on or before **14 June 2024**.

Expenses incurred for this activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

For further clarifications and other concerns, you may communicate with **Ms. Noverose B. Dadole** or **Ms. Ina Marie Claire E. Mallari** of BHROD-SED through

this landline no. **(02) 8633 – 5397** or email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) copy furnish [support.nspp@deped.gov.ph](mailto:support.nspp@deped.gov.ph).

For your information and appropriate action.



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Checklist No. PDP-043  
22 07 2024

## ANNEX A

## Indicative Program of Activities

START	END	ACTIVITY	RESOURCE SPEAKER/FACILITATOR
8:00AM	8:30AM	Registration	Participants
8:30AM	8:45AM	Preliminaries <ul style="list-style-type: none"> <li>National Anthem</li> <li>Prayer</li> <li>House Norms</li> <li>Recognition of Participants</li> </ul>	BHROD-SED
		Welcome Remarks	<b>Wilfredo E. Cabral</b> <i>Regional Director Officer-in-charge, Undersecretary for Human Resource and Organizational Development</i>
		Message	<b>Atty. Resty C. Osias</b> <i>Director IV, Bureau of Human Resource and Organizational Development (BHROD)</i>
<b>Teaching Items</b>			
8:45AM	9:00AM	Orientation Objectives and Overview	BHROD-SED
9:00AM	9:45AM	Orientation Proper (Allocation, Deployment procedures)	BHROD-SED
9:45AM	10:00AM	<b>HEALTH BREAK</b>	
10:00AM	10:30AM	[Continuation] Orientation Proper (Deployment procedures, Special Hiring Arrangements, Hiring, NOSCA, PMIS, and GMIS)	BHROD-SED
10:30AM	11:45AM	Open Forum	ALL
11:45AM	1:00PM	<b>LUNCH BREAK</b>	
<b>School-based Non-Teaching Items</b>			
1:00PM	1:30PM	Registration	Participants
1:30PM	1:45 PM	Orientation Objectives and Overview	BHROD-SED
1:45PM	2:30PM	Orientation Proper (Allocation, Deployment procedures, KRAs, Support to School, Monitoring)	
2:30 PM	2:40PM	<b>HEALTH BREAK</b>	
2:40 PM	3:10 PM	Process on the request of items	BHROD-SED
3:10PM	3:30PM	Orientation Proper (Use and Access of PMIS for the NSPP Module)	PS-PPD
3:30PM	4:30PM	Open Forum	ALL
4:30PM	5:00PM	Closing Activity	<b>Mr. Dexter N. Pante</b> <i>Chief, BHROD-SED</i>