



Republic of the Philippines
Department of Education
CARAGA REGION



September 27, 2021

REGIONAL MEMORANDUM

No. 748, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
Assistant Schools Division Superintendents
All Concerned
This Region

DISSEMINATION OF DEPED ISSUANCES ON THE FILLING UP OF
ADMINISTRATIVE SUPPORT ITEMS AND DEPLOYMENT OF
ADMINISTRATIVE OFFICER II ITEMS

1. Attached is a copy of the following DepEd issuances for dissemination across all governance levels in the Department of Education Caraga Region for information and guidance:
 - a. **MEMORANDUM DM-HROD-2021-0096** entitled *Clarificatory Guideline on the Filling Up of Administrative Support Items for DepED Elementary and Secondary Schools* dated August 18, 2021;
 - b. **MEMORANDUM DM-HROD-2021-0171** entitled *Deployment of Administrative Officer II Items to Public Elementary and Secondary Schools for FY 2021* dated September 3, 2021.
2. Schools Division Offices are mandated to faithfully observe the foregoing guidelines in the filling up of Administrative Support items and in the deployment of Administrative Officer II items, to avoid grave abuse of discretion and to ensure proper compliance with the directive.
3. Widest dissemination of this issuances is desired.

DR. EVELYN R. FETALVERO, CESO IV
Director IV

Encls.:NONE

Reference: DM-HROD-2021-0171 and 2021-0096



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To be indicated in the Perpetual Index
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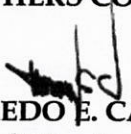
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

#11689

MEMORANDUM
DM-HROD-2021-0171

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

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

SUBJECT : DEPLOYMENT OF ADMINISTRATIVE OFFICER II ITEMS
TO PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
FOR FY 2021

DATE : 03 September 2021

RATIONALE

Part of the Department's reform agenda under *Sulong Edukalidad* is to shift from access to quality education through the provision of adequate support personnel in all public schools in order to unload teachers from ancillary tasks so they can focus on providing quality basic education services to all learners.

Hence, to unload teachers of these ancillary and administrative tasks, the Department of Education (DepEd) requested the Department of Budget and Management (DBM) for the creation of five thousand (5,000) Administrative Officer II (AO II) items in FY 2020, which were deployed in selected large and very large schools nationwide. This FY 2021, another **five thousand (5,000) AO II items were created and will be deployed** in selected small and medium elementary, junior secondary, and integrated schools.

DEPLOYMENT OF ADMINISTRATIVE OFFICER II (AO II) ITEMS

In view of the limited newly created AO II items in FY 2021, some items shall be deployed to clusters of schools to increase the number of schools that will be able to avail the administrative services of the AO II. For purposes of AO II deployment, a **cluster school**

shall consist of 2-3 schools within the same district. The Schools Division Offices (SDOs) shall determine which schools shall be clustered. In clustering, *kindly refer to the attached Annex A and B for the list of clustered schools, including the guide on how to cluster these schools, respectively.*

JOB DESCRIPTION

The **Administrative Officer II (AO II)** position shall perform the following functions:

- a) 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); and
- b) Financial-related tasks

Kindly take note that this communication amends the Job Description of AO II positions deployed to schools last year.

PROCEDURE FOR DEPLOYMENT

1. 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) shall issue the corresponding Notice of Organization, Staffing, and Compensation Action (NOSCA) directly to DepEd SDOs based on the attached deployment list.
2. The Schools Division Offices (SDOs) may commence with the posting of vacancies, screening, and selection of the qualified applicants as soon as the NOSCA has been issued by the DBM-RO. All are directed to strictly adhere to **DepEd Order No. 66, s. 2007** entitled "*Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Personnel*" and **DepEd Order No. 29, s. 2002** entitled "*Merit Selection Plan of the Department of Education*." Qualification Standards (QS) shall be in accordance with the Civil Service Commission's (CSC) prescribed qualification requirements for the position.
3. A report on the status of filling up of the AO II items shall be submitted by the SDO to the respective Regional Offices (ROs) at the end of each quarter for monitoring purposes. The ROs shall consolidate the status reports and submit to the Bureau of Human Resource and Organizational Development - Personnel Division (BHROD-PD) through email at bhrod.pd@deped.gov.ph and copy furnish BHROD - School Effectiveness Division (BHROD-SED) at bhrod.sed@deped.gov.ph.

SDO 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. Conduct induction and onboarding sessions in the areas of Human Resource (HR), Supply Management, and Finance for the new personnel that shall be hired;

- b. Ensure smooth transition and turnover of documents and responsibilities, under the supervision of school heads or designated teachers;
- c. Provide technical assistance, through the HR, Supply, and Finance Officers, in the delivery and performance of duties and responsibilities;
- d. Provide technical assistance on the preparation and submission of financial documents (i.e., cash disbursements, liquidation reports, among others); and
- e. Inform AO II personnel who were hired and deployed in FY 2020 on the changes in the Job Descriptions of the AO II. *Refer to Annex C for the Job Description.*

LIST OF ANNEXES

The following documents are attached in this Memorandum for easy reference:

- a) Annex A: Summary Deployment List of AO II by Region, Division, and Schools for FY 2021;
- b) Annex B: Guide on Clustering of Schools; and
- c) Annex C: Job Description of AO II for Schools

For further concerns and clarifications, please contact Mr. Jeric Francis C. Llanto through BHROD - SED's official email address at bhrod.sed@deped.gov.ph or landline at (02) 8633 5397.

For information and guidance of all concerned.

Deployment List of Administrative Officer II per Region

Region	Administrative Officer II
CAR	80
CARAGA	175
NCR	33
Region I	319
Region II	223
Region III	599
Region IVA	490
Region IVB	275
Region V	396
Region VI	458
Region VII	374
Region VIII	260
Region IX	178
Region X	337
Region XI	295
Region XII	348
TOTAL	4840

Deployment List of Administrative Officer II per Region and Division

Region/Division	Administrative Officer II
CAR	80
Abra	11
Apayao	5
Baguio City	18
Benguet	15
Ifugao	7
Kalinga	2
Mt. Province	14
Tabuk City	8
CARAGA	175
Agusan del Norte	30
Agusan del Sur	49
Bayugan City	3
Bislig City	10
Butuan City	16
Cabadbaran City	6
Dinagat Island	2
Siargao	3
Surigao City	4
Surigao del Norte	16
Surigao del Sur	32
Tandag City	4
NCR	33
Caloocan City	2
City of San Juan	2
Las Pinas City	1
Malabon City	4
Mandaluyong City	3

GUIDE IN THE CLUSTERING OF SCHOOLS

School is an educational institution, private and public, undertaking educational operation with a specific age-group of pupils or students pursuing defined studies at defined levels, receiving instruction from teachers, usually located in a building or a group of buildings in a particular physical or cyber site.ⁱ

The Department of Education (DepEd) recognizes the need for additional non-teaching personnel at the school level to address ancillary workload distribution in schools and to unload teachers from performing tasks outside the teaching and learning process. This is for our teachers to focus on their primary mandate and the core business of the department which is teaching.

Due to the limited number of non-teaching positions at the school level and the approval of the Administrative Officer II (AO II) items, some of which will be deployed through clustering of schools within the Schools Division Office and/or Municipality to provide the necessary support for these schools. A cluster of schools is a group of schools that are geographically close and accessible to each other. This is an interim strategy to help more schools as we work on other school plantilla positions to unload such ancillary and non-teaching tasks of school teachers.

Parameters for clustering of schools:

- 1. Proximity of the schools to be clustered should be a prime consideration.
 - o In identifying the schools to be clustered, the schools that are geographically adjacent and located within the same school district shall be the priority in clustering.
 - o Annex A shall be used as a reference for the deployment of AO II positions.
- 2. Cluster schools with big and small enrolment (e.g., One Medium and one Small school, One Medium and two Small schools).
 - o For purposes of clustering of schools, this school typology shall be used:

Typologies	School Size (Enrolment)	
	Elementary School	Junior High School
Small	Less than or equal to 300	Less than or equal to 600
Medium	301 – 550	601 - 1200

ⁱ Republic Act 9155, Governance of Basic Education Act of 2001

Reporting and Performance Assessment

1. In relation to performance management, all deployed AO II personnel shall be covered by DepEd Order (DO) No. 2, s. 2015 otherwise known as the "Guidelines on the Establishment and Implementation of the Results-based Performance Management System in the Department of Education" or the most recent guidelines on performance management.
2. The SDO shall identify the school where the AO II will have longer reporting hours. The School Head of the identified school shall serve as the Rater and the Administrative Officer V of the respective SDO shall serve as the Approving Authority.
3. The Individual Performance and Commitment Review Form (IPCRF) of the AO II personnel shall follow a performance cycle aligned with the school calendar.
4. The SDO shall devise a mechanism/strategy for the reporting schedule of the AO II personnel to his/her assigned cluster of schools.

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Administrative Officer II	Salary Grade	11
Parent/ethical Title	Administrative Officer I	Governance Level	School
Unit	Elementary School or Junior High School	Division	
Reports to	School head	Effectivity Date	
Positions Supervised	Administrative Assistants/Aides in the School	Page/s	
JOB SUMMARY			
This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		
B. Preferred Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Personnel Administration	Recruitment and Selection Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions: - recruitment and selection of applicants in the school assigned - promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment - Prepare ERF of qualified teachers and submit to SDO for processing Personnel Records - Update regularly 201 files and maintain database of personal information of school personnel - Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated - Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) - Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto - Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS - Update vacation service/leave credits of school personnel and regularly communicate to all concerned - Maintain the confidentiality of personal information of school personnel to which he/she has legal access. - Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel. Compensation and Benefits - Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc) - Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification - Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO Other HR-related functions - Update school personnel of the latest HR-related policies - Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school - Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	d. Prepare and submit HR-related reports to school head/HRMO e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.
Property Custodianship	a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head. b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials. d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. e. Prepare and submit reports on all property accountability of the school.
General Administrative Support	a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers. b. Assist the school planning team in the preparation of SIP/AIP. c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. d. Perform other functions as may be assigned by the School Head.
Financial Management	a) Assist the School Head on the preparation of the following documents such as but not limited to: • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies. c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary. d) Provide assistance to other financial-related task of the School Head. e) Perform other functions as may be assigned by the School Head.

Note: Items 5.2 and 5.3 of the **Department of Budget and Management (DBM) Budget Circular No. 2004-3** Conversion of Positions Performing Staff/Non-Technical Functions (copy attached, for ready reference), essentially provides that positions allocated to the new position titles **may be assigned any combination of the duties and responsibilities** of the previous position titles (including the AO II) such as AO I, Human Resource Management Officer I (HRMO I), Information Officer I (IO I), Public Relations Officer I (PRO I), Budget Officer I (BO I), and others. Please note that the scope of supervision and jurisdiction of an AO II at the school level is **determined by the duties and functions assigned by the Principal/School Head (for Elementary/ Junior High School) or Assistant Principal for Operations and Learner Support (for Senior High School).**



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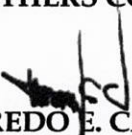
Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2021-0096

TO: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

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

SUBJECT: *Clarificatory Guideline on the Filling Up of Administrative Support Items
for DepEd Elementary and Secondary Schools*

DATE: 18 August 2021

With reference to the numerous concerns and inquiries relative to the recruitment and filling up of Administrative Support Items for Elementary and Secondary Schools, this clarificatory guideline is being issued to guide the Department of Education (DepEd) Schools Division Offices (SDOs) and Implementing Units (IUs) in understanding the status and procedures of **filling up of Administrative Support Plantilla Items** for DepEd Elementary and Secondary Schools tagged as Coterminous to the Incumbent (CTI) items that were affected by the Rationalization Plan implementation efforts of the Department.

As a background, DepEd wrote to DBM dated February 2019, requesting for blanket authority to fill up the identified Administrative Support Items in consideration of the following:

- a. Schools which were not part of the DepEd Rationalization Plan implementation efforts but were affected by the government-wide hiring moratorium due to Executive Order 366 s. 2004;
- b. A significant number of Administrative Support positions lodged in the SDO plantilla but were deployed/assigned at the various schools within the SDO were inadvertently converted to Coterminous with the Incumbent (CTI) status by the respective regional DBM;

- c. Since the approval of the DepEd Rationalization Plan, it has been observed that there has been an inconsistent application in allowing/not allowing the filling up of said items by the regional DBM counterparts; and
- d. Additional workforce is critically needed at the school level to provide support on administrative operations and functions of public schools.

On July 23, 2019, DBM responded favorably to DepEd's request to fill up the vacant Administrative Support Items with specific conditions:

- a. Filling up of vacant positions is only allowed for the identified positions aligned with the existing 1997 DBM-DepEd Organization and Staffing Standards for DepEd Schools Divisions, Elementary and Secondary Schools:

POSITION	SG	Qty.	INDICATOR
ELEMENTARY			
Administrative Aide (ADA) III (Clerk I)	03	1	For every school
Security Guard I or Watchman I	03	1	
ADA I (Utility Worker I)	02	1	
ADA I (Utility Worker I)	01	1	
Total No. of Items per School		3	

POSITION	SG	Qty.	INDICATOR
SECONDARY			
ADA IV (Clerk II)	04	1	per 400 students
ADA III (Driver I)	03	1	Existence of a school motor vehicle registered under the name of the school
Security Guard I or Watchman I	03	4	For every school; additional four (4) positions for each authorized extension campus
ADA I (Utility Worker I)	02	1	per 400 students
ADA I (Utility Worker I)	01	1	per 400 students
Total No. of Items per School		7	

- b. Filling up of the identified positions shall be charged against available released Personal Services (PS) allotment of the Department; and
- c. Filling up of other positions shall not be considered for those intermittent jobs that DepEd may explore for outsourcing of services.

Hence, in consideration of the said conditions by DBM, this guideline shall provide clarification and reiteration on the following allowable HR actions, especially on the following areas:

- a. Placement of existing personnel holding the said items within the allowable allocation per school;
- b. Transfer of excess plantilla items to other SDOs, if needed; and
- c. Documentary requirements, submission process to the regional DBM counterparts, and filling up of vacant items

To ensure the uniform implementation on the Filling Up of Administrative Support Items for DepEd Elementary and Secondary Schools, the following procedures per areas of concern have been identified:

- A. Placement of existing personnel holding the said items within the allowable allocation per school**

1. **Inventory of the existing plantilla items.** SDOs shall prepare an inventory of the existing plantilla items, listing all the available plantilla items based on the identified administrative support positions. The inventory shall include the item status (CTI or regular), deployment area (name of school, SDO, etc.), and filled/unfilled status. For reference, SDOs may update the inventory template used during the DepEd DPI workshops in 2019. (*See attached template*). SDOs shall also need to coordinate with the Implementing Units (IUs) within the SDO to obtain the comprehensive inventory of the identified administrative support positions.
2. **Placement of existing personnel and items in the allowed allocation.** SDOs shall maximize the existing plantilla items through optimal and equitable distribution of the available items based on the allowed allocation per school. The following actions are to be taken:
 - a. SDOs and IUs shall **retain** the existing plantilla items, whether filled or unfilled, in their current school assignment, provided these are within the allowed allocation per school;
 - b. As much as practicable, incumbents of the identified positions shall remain in their current school assignment;
 - c. For schools that are non-implementing units (non-IUs), plantilla items are lodged in the SDO plantilla. As such, SDOs may assign the remaining plantilla items to other nearby schools within the same division;
 - d. If the said items are **vacant**, SDO shall ensure that the name/s of the recipient schools where these plantilla items will be assigned are noted in the plantilla; and
 - e. If said items are **filled**, items may be assigned to schools near the present assignment of the incumbents occupying the concerned items. The SDO shall also ensure that the incumbents are duly informed about the situation and process. As much as practicable, the preference of the incumbent shall be considered in the final school assignment/deployment of the plantilla items;

B. Transfer of excess items above the allowed allocation per school.

1. **Existing plantilla items** that are above the allocation for a specific school may be **transferred** to other IUs or SDOs that still need additional similar items to ensure consistency with the approved allocation indicated in the staffing standards, based on the following parameters:
 - a. The **transfer** action shall take place when there is a change in the organizational code where plantilla items are lodged/funded. This may happen when plantilla items are moved **between SDOs, SDO to IUs or vice versa** (*ex. SDO A to SDO B, SDO A to Juan NHS, Santos SHS to SDO B, etc.*). This is a crucial action because the plantilla assignment will determine which office the item will charge/draw out its funding requirement for the salaries and benefits of the incumbent.

- b. If a specific plantilla item is filled and an appropriate placement for the incumbent is not found, the concerned plantilla item shall remain in the existing plantilla.

2. *Transfer of excess vacant positions from one Region to another.*

- a. In an exceptional case where there would still be **excess vacant items** after all schools within the Regional Office (RO) have been allocated the allowable number of administrative support items, the vacant items can be transferred to other ROs with insufficient number of the identified administrative support items. The ROs shall submit a report to BHROD-OED for the List of Vacant Plantilla Items to be Transferred to other RO.
- b. The BHROD-OED shall identify which regional office needs an additional item.
- c. The BHROD-OED shall coordinate with DBM-RO for the transfer of the excess items to the identified regional offices for issuance of NOSCA.

C. **Documentary requirements, submission process to the regional DBM counterparts, filling up of vacant items**

1. **SDO Report Preparation.** Each SDO shall prepare and submit the following documents to their respective RO:
 - a. Report on the Inventory and Deployment Allocation per SDO;
 - b. List of Plantilla Items to be retained in the SDO/IU;
 - c. List of Plantilla items to be Transferred to other IUs/SDOs; and
2. **Report Submission to DBM.** DepEd ROs shall be responsible for submitting the regional summary report and compilation of SDO reports to the respective regional DBM counterpart for appropriate action. The Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED) shall be furnished a copy of the submitted documents for monitoring purposes.
3. **Issuance of NOSCA.** The regional DBM counterpart shall review and evaluate the submitted documents. Upon approval and release of the Notice of Staffing and Compensation Action (NOSCA), SDOs shall issue reappointment papers to the concerned personnel, indicating the change in the item status to **regular** and the employment status of the incumbent to **permanent**. SDOs and IUs shall also issue written notices to concerned personnel with changes in their deployment areas.
4. **Filling Up of Vacant Items.** SDOs and IUs may fill-up the existing vacant plantilla items identified in this memorandum, pursuant to the existing recruitment and hiring guidelines prescribed by DepEd and CSC. Filling up of the vacant CTI administrative positions is chargeable against the released Personnel Services (PS) allotment.
5. **Prohibition/Limitation.** The parameters and provisions stipulated in this memorandum **does not include the creation of new items to meet the allowed**

allocation indicated in the existing staffing standards. This shall entail a separate request to DBM based on the proposed DepEd workforce plan.

6. **Monitoring.** Within thirty days from the release of the NOSCA, SDOs shall submit the status report to their respective RO and to BHROD-OED for monitoring purposes.

For questions or further clarifications, please coordinate with the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED) through email at bhrod.oed@deped.gov.ph.

Please be guided accordingly.

Thank you.

BHROD/OED/Tiamson

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Flowchart: Placement and Filing Up of Administrative Support Items for Elem and Sec Schools

Phase

