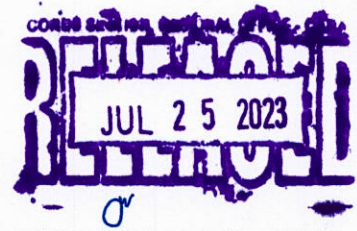




Republic of the Philippines
Department of Education
CARAGA REGION



July 24, 2023

REGIONAL MEMORANDUM
NO. 0688 s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
DIVISION ADMINISTRATIVE OFFICER V/DIVISION HRMO
This Region

REITERATION OF THE RETURN TO SCHOOL ORDER FOR ADAS III and II
CREATED IN FYs 2017 AND 2019

1. In reference to Memorandum DM-OUHROD-2023-0981 on the Reiteration of the Return to School Order for ADAS III and II Created in FYs 2017 and 2019, all Schools Division Offices shall ensure that the ADAS II (Disbursing Officer) and ADAS III (Senior Bookkeeper) are deployed in nearby elementary schools without non-teaching positions such as AO II, ADAS III and ADAS II.
2. Hence, all SDOs are hereby instructed **to transfer/deploy the ADAS II and ADAS III personnel currently stationed in SDOs to nearby elementary schools without non-teaching positions.**
3. Further, all SDOs are requested to update the deployment status using the attached template on or before **July 28, 2023** for consolidation by the RO-HRMO and submission to CO-BHROD.
4. For your guidance and compliance.

MARIA INES C. ASUNCION
Director III
Officer In Charge
Office of the Regional Director

Encls.:DM-OUHROD-2023-0981
Consolidation Template on the Deployment
Reference: Memorandum DM-OUHROD-2023-0981
To be indicated in the Perpetual Index
under the following subjects:

DEPLOYMENT HIRING SCHOOLS

ASD/srp
07/24/2023



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
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2023-07-10764

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2

Consolidation Template

[illegible]

Prepared by:

Date:

Signature over Printed Name
Designation

Approved by:

Signature over Printed Name
Designation
Date:



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DS# 2023-07-10497
(attachment forwarded from Email)

MEMORANDUM
DM-OUHROD-2023-0981

TO : **ALL REGIONAL DIRECTORS**

ATTENTION : **ALL CONCERNED SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **GLORIA JUMAMIL-MERCADO**
Undersecretary for Human Resource and Organizational Development

SUBJECT : **REITERATION OF THE RETURN TO SCHOOL ORDER FOR ADAS III and II CREATED IN FYs 2017 AND 2019**

DATE : 07 July 2023

This is in reference to the DepEd Memorandum-OUHROD-2022-0478, entitled **Return to School Order for ADAS III and II Created in FYs 2017 and 2019**, issued on 25 November 2022, instructing all Regional Offices (ROs) and Schools Division Offices (SDOs) to ensure that the ADAS II (Disbursing Officer) and ADAS III (Senior Bookkeeper) are deployed in nearby elementary schools without non-teaching positions such as Administrative Officer II, ADAS III, and ADAS II.

Kindly note that the objective of the deployment of these school-based ADAS II and ADAS III items is **to unload teachers from doing administrative tasks**, which is aligned with the MATATAG Agenda of this Department.

However, upon reviewing the submitted consolidated reports of the Regional Offices on the deployment of these items, several divisions have not yet complied with the above-cited Memorandum. The attached **Annex A** presents the number of ADAS II and ADAS III personnel who are still stationed at the SDOs.

Given the above-mentioned, this Office reiterates the instruction to all SDOs, **to transfer/deploy the ADAS II and ADAS III personnel currently stationed in SDOs to nearby elementary schools without non-teaching positions.**

Further, all SDOs concerned are requested to update the deployment status of the ADAS II and ADAS III personnel using the attached template and submit to your respective ROs. The ROs shall consolidate and submit the SDO reports **on or before 14 July 2023 at bhrod.sed@deped.gov.ph.**

For your strict compliance.

ANNEX A**Administrative Assistant Items still
in Schools Division Offices (SDOs)**

Region	ADAS II	ADAS III	Total
CAR	15	6	21
NCR	8	46	54
Region I	73	33	106
Region II	8	4	12
Region III	14	28	42
Region IV-A	25	52	77
Region IV-B	15	39	54
Region V	7	32	39
Region VI	13	55	68
Region VII	40	26	66
Region VIII	29	44	73
Region IX	-	8	8
Region X	14	41	55
Region XI	22	24	46
Region XII	18	43	61
CARAGA	34	111	145
TOTAL	335	592	927