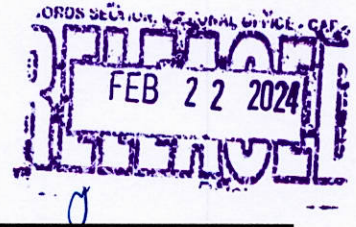




Republic of the Philippines
Department of Education
CARAGA REGION



February 22, 2024

REGIONAL MEMORANDUM
No. 0160, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
ALL CONCERNED
This Region

DISSEMINATION OF MEMORANDUM DM-OUHROD-2024-0270

1. Attached is a copy of the DepEd Memorandum DM-OUHROD-2024-0270 entitled **RETURN TO SCHOOL ORDER FOR ALL SCHOOLS-BASED NON-TEACHING PERSONNEL CREATED IN FISCAL YEAR (FY) 2017-2019 AND FY 2020-2023** dated February 21, 2024 mandating a specific instruction of the following school-based non-teaching personnel to report permanently and to 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.
2. Schools Division Superintendents are strictly mandated to immediately issue an Order of deployment based on DepEd Order No. 002, s. 2024 and submit a report of its compliance to this Office not later than February 26, 2024.
3. Failure to the comply with this Memorandum shall be dealt with accordingly.
4. For information and strict compliance.

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

Encls.: Memorandum DM-OUHROD-2024-0270
dated February 21, 2024
Reference: Memorandum DM-OUHROD-2024-0270
dated February 21, 2024

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

EMPLOYEE MEMORANDUM OFFICIALS PERSONNEL

ASD/jbr
02/22/2024



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2024-02-03015

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Effectivity	02.01.23	Page	1 of 1



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

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



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0123

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

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

SUBJECT : **IMPLEMENTATION STRATEGY ON THE IMMEDIATE REMOVAL**
OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS
PURSUANT TO DEPED ORDER NO. 002, S. 2024

DATE : January 30, 2024

The Department of Education (DepEd) ordered the **Immediate Removal of Administrative Tasks of Public School Teachers** to enable teachers to **focus on the core function of teaching**. This is to establish a more conducive work environment. To realize this policy's intent, this Office hereby reiterates and provides guidance on the implementation of the said Department Order.

As a guide for the effective implementation of this policy, **Regional Offices (ROs) and Schools Division Offices (SDOs)** are hereby instructed to do the following:

- A. SDOs shall cluster **a maximum of three (3) schools** and deploy the necessary Administrative Officer II (AO II) and Project Development Officer I (PDO I). Geographically adjacent and accessible schools that are located within the district shall be the prime consideration in clustering schools.

In the case of schools which are deemed difficult or impractical to be clustered due to geographic location, inaccessibility, or other justifiable reasons, SDOs shall accomplish the attached template (**Annex A**). Identified schools shall be provided with additional Maintenance and Other Operating Expenses (MOOE).

- B. Non-teaching personnel intended for schools still stationed in SDOs shall be immediately deployed;

- C. Non-teaching personnel deployed in Senior High Schools (SHS) shall not be included in the redeployment for purposes of clustering of schools;
- D. SDOs shall immediately fill up the remaining unfilled AO II and PDO I items within the 60-day transition period; and
- E. SDOs shall take full responsibility in ensuring school context/typology in hiring COS/JO personnel to address the reasons for a school being an outlier as indicated in the submitted **Annex A**. Similarly, prospective COS/JO are capable to support the usual and normal operations of schools.

The additional MOOE shall be **used solely for the payment of the salary of administrative support personnel** to be hired. The daily rate shall be based on the regional minimum wage set by the Department of Labor and Employment – National Wages and Productivity Commission (DOLE-NWPC).

The SDOs shall accomplish the template (**Annex A**) for submission to ROs. The template can be downloaded using this link: <https://bit.ly/NonTeachingPersonnelClusterReport>. The Schools Division Superintendent (SDS) shall attest to the accuracy and completeness of the report submitted to the ROs. The consolidated report vetted and signed by the Regional Director shall be submitted to the BHROD-SED on or before **February 15, 2024**, via email at support.nspp@deped.gov.ph. The submitted reports shall be the basis for the downloading of additional MOOE.

Other tools and procedures to support the implementation of DO No. 002, s. 2024 shall be issued separately.

For other concerns, kindly coordinate with the BHROD-SED using the abovementioned email address.

For dissemination and immediate compliance.