




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD No. 2023- 928

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : 
WILFREDO E. CABRAL, CESO III
Regional Director

SUBJECT : **DEPLOYMENT OF SCHOOL-BASED ADMINISTRATIVE OFFICER II AND PROJECT DEVELOPMENT OFFICER I ITEMS TO PUBLIC ELEMENTARY AND SECONDARY SCHOOLS FOR FY 2023**

DATE : September 19, 2023

1. Enclosed is a copy of the Memorandum DM-OUHROD-2023-1252 dated September 12, 2023 on the Deployment and Job Description of the newly created Administrative Officer II (AO II) and Project Development Officer I (PDO I) positions for School Level, FY 2023, for information and guidance.
2. Please be reminded that the abovementioned **newly created non-teaching positions are purely intended to be deployed to schools**. For monitoring purposes, you are hereby requested to submit the Deployment Report of the said positions using the attached Template Annex F.
3. Also attached is a copy of the approved Notice of Organization, Staffing and Compensation Action (NOSCA) from DBM-NCR covering the creation of 2-AO II and 66-PDO I items.
4. For compliance.



Address: Misamis St., Bago Bantay, Quezon City

Email address: ncr@deped.gov.ph

Website: depedncr.com.ph

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1252

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
Undersecretary

SUBJECT : DEPLOYMENT OF SCHOOL-BASED ADMINISTRATIVE OFFICER II
AND PROJECT DEVELOPMENT OFFICER I ITEMS TO PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS FOR FY 2023

DATE : 12 September 2023

RATIONALE

As stipulated in Section 7.e of the Republic Act No. 9155 or the *Governance of Basic Education Act of 2001*, “a core of non-teaching staff shall handle the school’s administrative, fiscal, and auxiliary services.” Currently, the Department of Education (DepEd) under the **MATATAG** Agenda aims to provide adequate manpower complement in all public schools to *give support for teachers to teach better*. The Department continues to pursue the creation and deployment of School-based Non-Teaching Items – an initiative that aims to unload teachers from administrative or non-teaching tasks for them to focus on providing quality instruction.

In this regard, the DepEd requested the creation of fourteen thousand eight hundred thirteen (14,813) Administrative Officer II (AO II) items in FYs 2020-2022 to the Department of Budget and Management (DBM), which were deployed in select schools nationwide. This FY 2023, another five thousand (5,000) non-teaching items were created and will be deployed in select schools, in which 3,500 are Administrative Officer II (AO II) items and 1,500 are Project Development Officer I (PDO I) items (**Annex A**).

JOB DESCRIPTION OF AO II AND PDO I ITEMS (Annexes B and C)

The AO II positions 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.



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1257

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
GLORIA DUMAMIL-MERCADO
Undersecretary

SUBJECT : DEPLOYMENT OF SCHOOL-BASED ADMINISTRATIVE OFFICER II
AND PROJECT DEVELOPMENT OFFICER I ITEMS TO PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS FOR FY 2023

DATE : 12 September 2023

RATIONALE

As stipulated in Section 7.e of the Republic Act No. 9155 or the *Governance of Basic Education Act of 2001*, “a core of non-teaching staff shall handle the school’s administrative, fiscal, and auxiliary services.” Currently, the Department of Education (DepEd) under the **MATATAG** Agenda aims to provide adequate manpower complement in all public schools to *give support for teachers to teach better*. The Department continues to pursue the creation and deployment of School-based Non-Teaching Items – an initiative that aims to unload teachers from administrative or non-teaching tasks for them to focus on providing quality instruction.

In this regard, the DepEd requested the creation of fourteen thousand eight hundred thirteen (14,813) Administrative Officer II (AO II) items in FYs 2020-2022 to the Department of Budget and Management (DBM), which were deployed in select schools nationwide. This FY 2023, another five thousand (5,000) non-teaching items were created and will be deployed in select schools, in which 3,500 are Administrative Officer II (AO II) items and 1,500 are Project Development Officer I (PDO I) items (**Annex A**).

JOB DESCRIPTION OF AO II AND PDO I ITEMS (Annexes B and C)

The AO II positions 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.

Note: AO II items created from previous years shall adopt the updated job description provided in Annex B.

The PDO I positions shall perform the following function:

- a. Program management and implementation, coordination and partnerships, and advocacy in school.


PROCEDURE FOR DEPLOYMENT OF AO II AND PDO I ITEMS

1. The AO II and PDO I are the support staff of the school. They shall be under the direct supervision of the School Heads. Therefore, the transfer of these personnel to non-schools and/or assigning non-school-related tasks and tasks outside of their job description is highly discouraged.
2. Consistent with the DBM's 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 **(Annex D)**.
3. Notwithstanding the issuance of NOSCA per School, the deployment of these 3,500 AO II and 1,500 PDO I shall be in a cluster of schools in consideration of the Department's priority to unload teachers of non-teaching tasks. The guidelines for clustering AO II items are attached in **Annex E**, while clustering of PDO I items shall be in accordance with the attached deployment list.
4. 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. 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) prescribed qualification requirements for the position.
5. A report on the status of filling up the AO II and PDO I items shall be submitted by the SDO to their 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 – Effectiveness Division (BHROD-SED) at support.nspp@deped.gov.ph **(Annex F)**.

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 for the new personnel that shall be hired for the positions;
- b. Provide technical assistance for AO II and PDO I, through the HR, Supply, Finance Officers, and functional teams under SGOD, in the delivery and performance of duties and responsibilities;
- c. Provide technical assistance with the preparation and submission of financial

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Administrative Officer II	Salary Grade	11
Parenthetical 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	<p>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:</p> <ol style="list-style-type: none"> a. recruitment and selection of applicants in the school assigned b. 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 c. Prepare ERF of qualified teachers and submit to SDO for processing <p>Personnel Records</p> <ol style="list-style-type: none"> a. Update regularly 201 files and maintain database of personal information of school personnel b. 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 c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access. h. 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. <p>Compensation and Benefits</p> <ol style="list-style-type: none"> a. 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) b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO <p>Other HR-related functions</p> <ol style="list-style-type: none"> a. Update school personnel of the latest HR-related policies b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school c. 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: <ul style="list-style-type: none"> • 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).

	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Department of Education			
Position Title	Project Development Officer I	Salary Grade	11
Parentetical Title	None	Governance Level	School
Unit	Elementary School or Junior High School	Division	None
Reports to	School head	Effectivity Date	None
Positions Supervised	None	Page/s	
JOB SUMMARY			
Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the School or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy 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		

Key Result Areas	Duties and Responsibilities
Program Management and Implementation	<ol style="list-style-type: none"> 1. Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head: <ol style="list-style-type: none"> a. Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines b. Consolidate the programs, projects, and activities to be conducted on a School-based Calendar c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements d. Facilitate and monitor the conduct of program, projects, and activities in the School and regularly report to the School Head about the status of implementation e. Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities f. Prepare and submit relevant reports 2. Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.
Program Coordination and Partnerships	<ol style="list-style-type: none"> 1. Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities 2. Assist in mobilizing the support of the School community and other stakeholders in implementing the programs 3. Prepare communications and correspondence to the concerned School stakeholders
Advocacy	<ol style="list-style-type: none"> 1. Disseminate advocacy resource materials to increase the awareness and understanding of the School community on the programs
Secondary Duties	<ol style="list-style-type: none"> 1. As may be assigned by the Supervisor

documents (cash disbursements, liquidation reports, among others), reportorial requirements, accomplishment reports, and other documents as may be required; and

- d. Ensure smooth transition and turnover of documents and responsibilities, under the supervision of school heads or designated teachers.

LIST OF ANNEXES

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

- a. Annex A: Approval of the Creation of 5,000 non-teaching items
- b. Annex B: Job Description of AO II for Schools
- c. Annex C: Job Description of PDO I for Schools
- d. Annex D: Summary Deployment List of AO II and PDO I by Region, Division, and Schools for FY 2023
- e. Annex E: Guidelines in the Clustering of Schools
- f. Annex F: Consolidation Template for RO and SDO.

For further concerns and clarifications, please contact Mr. Jeric Francis C. Llanto at BHROD – SED through the abovementioned email or landline at (02) **8633 5397**.

Please be guided accordingly.

[BHROD-SED/Llanto]

Annex E

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.¹

The Department of Education (DepEd) recognizes the need for additional non-teaching personnel at the school level to address the 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 approved non-teaching items at the school level, they will be deployed through clustering of schools within the Schools Division Office and/or Municipality to provide the necessary support to the schools. A **cluster of school** is a group of schools which 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 continuously unload teachers of non-teaching tasks.

General Instructions:

- The SDO shall be primarily responsible for identifying the schools in a cluster.
- This guide is applicable to AO II items created since FY 2020.

Parameters for clustering of schools:

- Schools **without existing non-teaching personnel** based on the latest Personal Services Itemization and Plantilla of Personnel (PSIPOP);
- **Proximity of the schools** to be clustered should also be considered. In identifying the schools to be clustered, the **two to three** schools that are geographically adjacent and located within the same school district shall be the priority in clustering; and
- Whenever applicable, schools **without existing principal item**.

Reporting and Performance Assessment

1. The SDO shall identify the school where the non-teaching personnel will have longer reporting hours. The School Head of the said school shall rate these personnel for the purposes of RPMS.
2. The SDO shall devise a mechanism/strategy for the reporting schedule of the non-teaching personnel to his/her assigned cluster of schools.

¹ Republic Act 9155, Governance of Basic Education Act of 2001

**DEPARTMENT OF EDUCATION
DEPLOYMENT REPORT OF SCHOOL-BASED NON-TEACHING POSITIONS
FY 2023**

Region:
Division:

Plantilla Number	Position (AO II/PDO I)	School 1		School 2		School 3		Remarks
		ID	Name	ID	Name	ID	Name	

INSTRUCTIONS:

1. Ensure that the AO II and PDO I is assigned to school and doing school-related tasks.
2. Only schools identified in the list should be given AO II and PDO I item.
3. If deviation from the list was made, kindly provide the reasons in the remarks column (include the school ID and school name of the original school), and;
4. Ensure the following: a) allocation of the divisions are match with the allocation on the list of school (Annex B), b) accuracy and completeness of the report before submitting to RO, and;
- c) excel file of report was submitted to the Regional Office on or before December 01, 2023.

Prepared and Reviewed by:

Certified Correct:

HRM Officer

Schools Division Superintendent

DEPARTMENT OF EDUCATION
DEPLOYMENT REPORT OF SCHOOL-BASED NON-TEACHING POSITIONS
FY 2023

Region:

Division	Plantilla Number	Position (AO II/PDO I)	School 1		School 2		School 3		Remarks
			ID	Name	ID	Name	ID	Name	
TOTAL									

INSTRUCTIONS:

- 1. Combine all SDOs submission/report in this template
- 2. Ensure the following: a) allocation of the divisions are match with the list of schools (Annex B), b) accuracy and completeness of the report before submitting to CO, c) excel file of report was submitted to BHIROD-SED through support.nsp@deped.gov.ph on or before December 07, 2023.

Prepared and Reviewed:

Administrative Officer

Noted by:

Regional Director