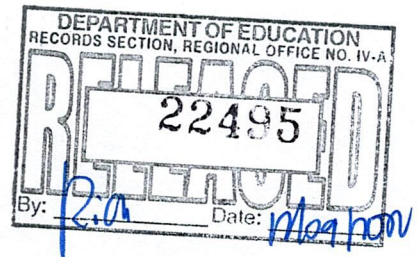




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



07 December 2022

Regional Memorandum

No.798 s.2022

**RETURN TO SCHOOL ORDER FOR ADAS III AND II
CREATED FYs 2017 AND 2019**

To **Schools Division Superintendents**

1. Enclosed is a copy of DepEd Memorandum No. OUHROD-2022-0478, dated 25 November 2022, entitled Return to School Order for ADAS III and II Created in FYs 2017 and 2019, which is self-explanatory.
2. Relative to this, please refer to google link (<https://bit.ly/3UDSRoc>) provided by this Office for the submission of report. The deadline for filling-out the google sheet is on or before December 15, 2022.
3. Immediate and strict compliance of this Memorandum is desired.

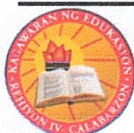

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Incl.: As stated.

cc: admin.calabarzon@deped.gov.ph
personnel.calabarzon@deped.gov.ph


ps.mrcm



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UM 61-2022-65

Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND
TEACHER EDUCATION COUNCIL SECRETARIAT

MEMORANDUM

DM-OUHROD-2022-0478

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION HRMOs
ALL OTHERS CONCERNED

FROM : GLORIA JUMAMIL-MERCADO
*Undersecretary for Human Resource and Organizational Development,
National Educators Academy of the Philippines, and
Teacher Education Council Secretariat*

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Governance and Regional Operations

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

DATE : 25 November 2022

In FY 2017 and FY 2019, a total of **76 Administrative Assistant III** (Senior Bookkeeper) and **4,866 Administrative Assistant II** (Disbursing Officer II) items were created and deployed to support schools in performing financial-related tasks such as bookkeeping and disbursing of funds. This initiative was done to unload teachers from ancillary and/or non-teaching tasks and enable them to focus on quality instruction in pursuit of the Department's reform agenda under **Sulong Edukalidad** to pivot its focus on quality education.

To address the primary challenge on human resources in schools, particularly the non-teaching personnel, all Regional Offices and Schools Division Offices are instructed to ensure that the above-mentioned school items are deployed in nearby elementary schools without the following non-teaching positions (Administrative Officer II, ADAS III, and ADAS II). Please refer to **Annex A** for the allocation of these items per region and division.

Kindly provide this Office a report regarding this communication **on or before 15 December 2022** using the attached template (**Annex B**).

For questions or clarifications, please contact BHROD-SED through landline number at **(02) 8633 - 5397** or email at **bhrod.sed@deped.gov.ph**.

For your compliance.



Region	Division	FY 2017-2018			FY 2018-2019
		No. of ADAS III*	No. of ADAS II		No. of ADAS II
			IUs	Non-IUs	
CAR	Abra		5		5
CAR	Apayao		3		3
CAR	Baguio City	4	3	4	3
CAR	Benguet		11		11
CAR	Ifugao		6		12
CAR	Kalinga		4		
CAR	Mt. Province	1	9	1	9
CAR	Tabuk City		3		3
CARAGA	Agusan del Norte		7		7
CARAGA	Agusan del Sur		26		26
CARAGA	Bayugan City		5		5
CARAGA	Bislig City	1	3	1	3
CARAGA	Butuan City		12		12
CARAGA	Cabadbaran City		1		1
CARAGA	Dinagat Island		9		9
CARAGA	Siargao		7		7
CARAGA	Surigao City	2	4	2	4
CARAGA	Surigao del Norte		17		17
CARAGA	Surigao del Sur	1	28	1	28
CARAGA	Tandag City		3		3
NCR	Caloocan City		15		15
NCR	City of San Juan		1		1
NCR	Las Piñas City		5		5
NCR	Makati City		9		9
NCR	Malabon City		6		6
NCR	Mandaluyong City		7		6
NCR	Manila		32		7
NCR	Marikina City		4		32
NCR	Muntinlupa City		3		4
NCR	Navotas		6		3
NCR	Paranaque City		3		3
NCR	Pasay City	1	16	1	6
NCR	Pasig City				10
NCR	Quezon City		46		46
NCR	Taguig		9		9
NCR	Valenzuela City		11		11
Region I	Alaminos City		4		4
Region I	Batac City		2		2
Region I	Candon City		1		1
Region I	Dagupan City	1	2	1	2
Region I	Ilocos Norte		26		5
Region I	Ilocos Sur		13		8
Region I	La Union		15		15
Region I	Laoag City		4		4

Region I	Pangasinan I, Lingayen	1	38	1	38
Region I	Pangasinan II, Binalonan	2	30	2	30
Region I	San Carlos City		5		5
Region I	San Fernando City		1		1
Region I	Urdaneta City	1	3	1	3
Region I	Vigan City		1		1
Region II	Batanes		3		3
Region II	Cagayan		21		21
Region II	Cauayan City		2		2
Region II	City of Ilagan		4		
Region II	Isabela	2	43	2	
Region II	Nueva Vizcaya		16		16
Region II	Quirino		7		7
Region II	Santiago City		4		4
Region II	Tuguegarao City		3		3
Region III	Angeles City		6		6
Region III	Aurora		10		10
Region III	Balanga City	1	1	1	1
Region III	Bataan		18		18
Region III	Bulacan	1	57	1	57
Region III	Cabanatuan City	1	6	1	6
Region III	City of San Jose Del Monte		6		6
Region III	Gapan City		5		5
Region III	Mabalacat City		6		6
Region III	Malolos City	1	2	1	2
Region III	Meycauayan City		1		1
Region III	Munoz Science City		2		2
Region III	Nueva Ecija		50		50
Region III	Olongapo City		6		6
Region III	Pampanga	1	57	1	57
Region III	San Fernando City		2		2
Region III	San Jose City		1		1
Region III	Tarlac		26		26
Region III	Tarlac City		5		5
Region III	Zambales		25		25
Region IV-A	Antipolo City \		10		10 \
Region IV-A	Bacoor City \		2		2
Region IV-A	Batangas \		50		50
Region IV-A	Batangas City \		7		7
Region IV-A	Binan City \		5		5
Region IV-A	Cabuyao City \				
Region IV-A	Calamba City \		11		11
Region IV-A	Cavite		41		41
Region IV-A	Cavite City		2		2
Region IV-A	Dasmarinas City		8		8
Region IV-A	General Trias City		2		

Region IV-A	Imus City				13
Region IV-A	Laguna		36		35
Region IV-A	Lipa City		12		12
Region IV-A	Lucena City		4		4
Region IV-A	Quezon		56		56
Region IV-A	Rizal		45		45
Region IV-A	San Pablo City	1	6	1	6
Region IV-A	Sta. Rosa City		6		6
Region IV-A	Tanauan City		7		7
Region IV-A	Tayabas City		1		1
Region IV-B	Calapan City	2	3	2	3
Region IV-B	Marinduque		6		6
Region IV-B	Occidental Mindoro	1	16	1	16
Region IV-B	Oriental Mindoro		31		31
Region IV-B	Palawan		26		4
Region IV-B	Puerto Princesa City		4		26
Region IV-B	Romblon		20		20
Region IX	Dapitan City	1	2	1	2
Region IX	Dipolog City	2	5	2	5
Region IX	Isabela City	2	2	2	6
Region IX	Pagadian City	1	7	1	7
Region IX	Zamboanga City	3	13	3	13
Region IX	Zamboanga del Norte	10	12	10	12
Region IX	Zamboanga del Sur	13	12	13	12
Region IX	Zamboanga Sibugay	1	16	1	16
Region V	Albay		37		37
Region V	Camarines Norte	1	22	1	22
Region V	Camarines Sur	2	62	2	62
Region V	Catanduanes	2	12	2	12
Region V	Iriga City		5		12
Region V	Legaspi City		6		6
Region V	Ligao City		4		4
Region V	Masbate	2	20	2	20
Region V	Masbate City	1	2	1	2
Region V	Naga City		6		6
Region V	Sorsogon	1	26	1	26
Region V	Sorsogon City	1	5	1	5
Region V	Tabaco City	1	5	1	5
Region VI	Aklan		46		46
Region VI	Antique		46		46
Region VI	Bacolod City		15		15
Region VI	Bago City		7		7
Region VI	Cadiz City		8		8
Region VI	Capiz		42		42
Region VI	Escalante City		6		6
Region VI	Guimaras		13		13

Consolidation Template
Deployment of Administrative Assistant Items
FYs 2017 & 2019

ANNEX B

[illegible]

Prepared by:

Approved by:

Signature over Printed Name
Designation

Date:

Signature over Printed Name
Designation

Date: