

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



**Office of the Regional Director**


21 September 2023

**Regional Memorandum**  
No. 569 s.2023

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

To **Schools Division Superintendents**  
**All Others Concerned**

1. Enclosed herewith is the Memorandum DM-OUHROD-2023-1252 from USec. GLORIA JUMAMIL-MERCADO, Undersecretary for Human Resource and Organizational Development dated September 12, 2023, relative to the **created non-teaching items - Administrative Officer II (AO II) and Project Development Officer I (PDO I), which will be deployed in select schools.**
2. Attention is invited to the Job Descriptions of the AO II and PDO I, their respective school assignments as well as the Guidelines in the Clustering of Schools.
3. A report on the status of filling up of the said items shall be submitted to this Office at the end of each quarter for monitoring purposes. The first submission of an Excel file report (*see Annex F.1 Schools Division Office Template*) should be **on or before December 01, 2023**, through email: **admin.calabarzon@deped.gov.ph**.
4. For information and guidance of all concerned.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

ROA3



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## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2023-1252

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.



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OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

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SCHOOLS DIVISION SUPERINTENDENTS

FROM :  GLORIA PUMAMIL-MERCADO  
Undersecretary

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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](mailto: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

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]*

**Allocation of Non-Teaching Positions by Division and By Level of Education  
FY 2023**

Region/Division	Administrative Officer II		Project Development Officer I		Grand Total
	ES	JHS	ES	JHS	
<b>Region IV-A</b>	<b>188</b>	<b>15</b>	<b>170</b>	<b>6</b>	<b>379</b>
Antipolo City	3	0	3	0	6
Bacoor City	1	0	4	0	5
Batangas	30	0	25	4	59
Batangas City	6	0	6	0	12
Binan City	0	0	4	0	4
Cabuyao City	0	0	3	0	3
Calamba City	1	0	4	0	5
Cavite	9	0	22	0	31
Cavite City	0	0	1	0	1
Dasmarinas City	0	0	3	0	3
Imus City	0	0	4	0	4
Laguna	8	0	20	1	29
Lipa City	3	0	3	0	6
Lucena City	0	0	5	0	5
Quezon	116	15	27	0	158
Rizal	6	0	18	1	25
San Pablo City	0	0	6	0	6
Sta. Rosa City	0	0	4	0	4
Tanauan City	2	0	4	0	6
Tayabas City	3	0	4	0	7

Prepared by:

  
**JERIC FRANCIS C. LLANTO**  
PDO II, BHROD-SED

Certified correct:

  
**DEXTER N. PANTE**  
Chief, BHROD-SED

Noted by:


  
**ATTY. RESTY C. OSIAS, LLM., CESO IV**  
Director IV

Approved:

  
**GLORIA JUMAMIL-MERCADO**  
Undersecretary

Bureau of Human Resource and Organizational Development

Human Resource and  
Organizational Development


 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
<b>Position Title</b>	Administrative Officer II	<b>Salary Grade</b>	<b>11</b>
<b>Parentetical Title</b>	Administrative Officer I	<b>Governance Level</b>	School /
<b>Unit</b>	Elementary School or Junior High School	<b>Division</b>	
<b>Reports to</b>	School head	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	Administrative Assistants/Aides in the School	<b>Page/s</b>	1
<b>JOB SUMMARY</b>			
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.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		
<b>B. Preferred Qualifications</b>			
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
<b>Personnel Administration</b>	<p><b>Recruitment and Selection</b>  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"> <li>recruitment and selection of applicants in the school assigned</li> <li>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</li> <li>Prepare ERF of qualified teachers and submit to SDO for processing</li> </ol> <p><b>Personnel Records</b></p> <ol style="list-style-type: none"> <li>Update regularly 201 files and maintain database of personal information of school personnel</li> <li>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</li> <li>Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)</li> <li>Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto</li> <li>Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS</li> <li>Update vacation service/leave credits of school personnel and regularly communicate to all concerned</li> <li>Maintain the confidentiality of personal information of school personnel to which he/she has legal access.</li> <li>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.</li> </ol> <p><b>Compensation and Benefits</b></p> <ol style="list-style-type: none"> <li>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)</li> <li>Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification</li> <li>Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</li> </ol> <p><b>Other HR-related functions</b></p> <ol style="list-style-type: none"> <li>Update school personnel of the latest HR-related policies</li> <li>Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school</li> <li>Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school</li> </ol>



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.
<b>Property Custodianship</b>	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.
<b>General Administrative Support</b>	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.
<b>Financial Management</b>	a) Assist the School Head on the preparation of the following documents such as but not limited to: <ul style="list-style-type: none"> <li>• Cash disbursement register</li> <li>• Authority to debit/credit account</li> <li>• Liquidation reports including supporting documents</li> </ul> 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).**

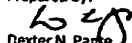
 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: ____
<b>Position Title</b>			
<b>Parentetical Title</b>	None	<b>Governance Level</b>	School
<b>Unit</b>	Elementary School or Junior High School	<b>Division</b>	None
<b>Reports to</b>	School head	<b>Effectivity Date</b>	None
<b>Positions Supervised</b>	None	<b>Page/s</b>	
<b>JOB SUMMARY</b>			
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.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
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
<b>Program Management and Implementation</b>	<ol style="list-style-type: none"> <li>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"> <li>a. Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines</li> <li>b. Consolidate the programs, projects, and activities to be conducted on a School-based Calendar</li> <li>c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements</li> <li>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</li> <li>e. Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities</li> <li>f. Prepare and submit relevant reports</li> </ol> </li> <li>2. Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.</li> </ol>
<b>Program Coordination and Partnerships</b>	<ol style="list-style-type: none"> <li>1. Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities</li> <li>2. Assist in mobilizing the support of the School community and other stakeholders in implementing the programs</li> <li>3. Prepare communications and correspondence to the concerned School stakeholders</li> </ol>
<b>Advocacy</b>	<ol style="list-style-type: none"> <li>1. Disseminate advocacy resource materials to increase the awareness and understanding of the School community on the programs</li> </ol>
<b>Secondary Duties</b>	<ol style="list-style-type: none"> <li>1. As may be assigned by the Supervisor</li> </ol>


FY 2023 Deployment of Administrative Officer II  
List of Schools - Elementary


Level	Region	Division	District	School ID	School Name
ES	Region IV-A	Antipolo City	District II-D	109349	Canumay ES
ES	Region IV-A	Antipolo City	District II-D	109360	San Ysiro ES
ES	Region IV-A	Antipolo City	District II-D	230006	Paglitaw ES
ES	Region IV-A	Bacoor City	Bacoor II	136597	Progressive Elementary School
ES	Region IV-A	Batangas	Balayan East	107232	Dao Elementary School
ES	Region IV-A	Batangas	Balayan West	107246	Flaviano-Pelagia Pantoja Memorial Elementary School
ES	Region IV-A	Batangas	Calaca	107286	Cahil Elementary School
ES	Region IV-A	Batangas	Calaca	107289	Caluangan Elementary School
ES	Region IV-A	Batangas	Calaca	107293	Dila Elementary School
ES	Region IV-A	Batangas	Calaca	107294	Loma Elementary School
ES	Region IV-A	Batangas	Calaca	107311	Tamayo Elementary School
ES	Region IV-A	Batangas	Calatagan	107322	Encarnacion Elementary School
ES	Region IV-A	Batangas	Cuenca	107335	Balagbag Elementary School
ES	Region IV-A	Batangas	Cuenca	107342	Dalipit Elementary School
ES	Region IV-A	Batangas	Ibaan	107362	Sabang Elementary School
ES	Region IV-A	Batangas	Laurel	107376	Molinete Elementary School
ES	Region IV-A	Batangas	Lobo	107430	Biga Elementary School
ES	Region IV-A	Batangas	Lobo	107444	Punas Elementary School
ES	Region IV-A	Batangas	Malvar	107475	San Isidro Elementary School
ES	Region IV-A	Batangas	Malvar	107476	San Juan Elementary School
ES	Region IV-A	Batangas	Malvar	107479	San Juan Sitio Balayan Elementary School
ES	Region IV-A	Batangas	Malvar	163514	San Pedro I Elementary School
ES	Region IV-A	Batangas	Mataas Na Kahoy	107488	Upa Primary School
ES	Region IV-A	Batangas	Nasugbu East	107504	Kaylaway II Elementary School
ES	Region IV-A	Batangas	Rosario West	107541	Antipolo Elementary School
ES	Region IV-A	Batangas	Rosario West	107548	Calantas Elementary School
ES	Region IV-A	Batangas	San Juan East	107623	Palingowak Elementary School
ES	Region IV-A	Batangas	San Luis	107646	Durungao Primary School
ES	Region IV-A	Batangas	San Luis	107647	Locloc Elementary School
ES	Region IV-A	Batangas	San Pascual	107680	Pook Ni Banal Elementary School
ES	Region IV-A	Batangas	Taysan	107795	PIAza Elementary School
ES	Region IV-A	Batangas	Taysan	107796	Bacao Elementary School
ES	Region IV-A	Batangas	Taysan	107806	Tilambo Elementary School
ES	Region IV-A	Batangas	Tingloy	107811	Marikaban Elementary School
ES	Region IV-A	Batangas City	Batangas City East District	109552	Mahacot ES
ES	Region IV-A	Batangas City	Batangas City East District	109559	Tulo II ES
ES	Region IV-A	Batangas City	Batangas City South District	109602	Cumba ES
ES	Region IV-A	Batangas City	Batangas City South District	109620	Piit ES
ES	Region IV-A	Batangas City	Batangas City Verde Island District	109577	San Agustin Silangan ES
ES	Region IV-A	Batangas City	Batangas City West District	109611	Sta. Rita Aplaya ES
ES	Region IV-A	Calamba City	Calamba City West	109860	Hornalan Elementary School
ES	Region IV-A	Cavite	Alfonso	107849	Palumlum Elementary School
ES	Region IV-A	Cavite	Amadeo	107864	Salaban Elementary School
ES	Region IV-A	Cavite	General E. Aguinaldo	107930	Kabulusan Elementary School
ES	Region IV-A	Cavite	Indang II	108013	Mahabang Kahoy Cerca Elementary School
ES	Region IV-A	Cavite	Indang II	108014	Mahabang Kahoy Lejos Elementary School
ES	Region IV-A	Cavite	Maragondon	108037	Balayungan Elementary School
ES	Region IV-A	Cavite	Rosario	108088	Bagbag I Elementary School
ES	Region IV-A	Cavite	Silang II	108115	Bukal Elementary School
ES	Region IV-A	Cavite	Silang II	108120	Hoyo Elementary School
ES	Region IV-A	Laguna	Alaminos	108191	Palma ES
ES	Region IV-A	Laguna	Calauan	108252	Antonio Chipeco MS
ES	Region IV-A	Laguna	Famy-Mabitac	108290	Numero ES
ES	Region IV-A	Laguna	Luisiana	164509	San Rafael-San Roque ES
ES	Region IV-A	Laguna	Lumban-Kalayaan	108324	Caliraya ES
ES	Region IV-A	Laguna	Lumban-Kalayaan	108326	Lewin Elementary School
ES	Region IV-A	Laguna	Nagcarlan-Rizal	108354	Banilad ES

Prepared by:

  
Dexter N. Pantoja  
Chief, BHRD-SED

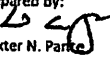
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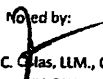
  
Atty. Resty C. Ocas, LL.M., CESO VI  
Director IV, BHRD


  
Gloria J. Pantoja  
Undersecretary, HRD

FY 2023 Deployment of Administrative Officer II  
List of Schools - Elementary

Level	Region	Division	District	School ID	School Name
ES	Region IV-A	Laguna	Pila	108405	Aplaya ES
ES	Region IV-A	Lipa City	Lipa City East District	109646	Malitlit ES
ES	Region IV-A	Lipa City	Lipa City South District	109670	Leoncio L. Patulot Memorial school
ES	Region IV-A	Lipa City	Lipa City West District	109689	Bulaklakan ES
ES	Region IV-A	Quezon	Atimonan	108531	Sta. Catalina ES
ES	Region IV-A	Quezon	Buenavista	108539	Cabong ES
ES	Region IV-A	Quezon	Buenavista	108549	San Isidro Ilaya ES
ES	Region IV-A	Quezon	Buenavista	108552	Siaín ES
ES	Region IV-A	Quezon	Buenavista	108553	Villa Aurora ES
ES	Region IV-A	Quezon	Burdeos	108556	Aluyon ES
ES	Region IV-A	Quezon	Burdeos	108557	Amot ES
ES	Region IV-A	Quezon	Burdeos	108558	Anibawan ES
ES	Region IV-A	Quezon	Burdeos	108560	Bonifacio ES
ES	Region IV-A	Quezon	Burdeos	108563	Cabungalunan ES
ES	Region IV-A	Quezon	Burdeos	108565	Caniwan Elementary School
ES	Region IV-A	Quezon	Burdeos	108567	Mabini ES
ES	Region IV-A	Quezon	Burdeos	108570	San Rafael ES
ES	Region IV-A	Quezon	Burdeos	108571	Tulan ES
ES	Region IV-A	Quezon	Calauag East	108579	Madlandungan ES
ES	Region IV-A	Quezon	Calauag East	108581	Municipal Sector ES
ES	Region IV-A	Quezon	Calauag East	108587	Talingting ES
ES	Region IV-A	Quezon	Calauag East	108588	Tamis ES
ES	Region IV-A	Quezon	Calauag West	108591	Anas ES
ES	Region IV-A	Quezon	Calauag West	108595	Binutas ES
ES	Region IV-A	Quezon	Calauag West	108597	Cunalum ES
ES	Region IV-A	Quezon	Calauag West	108602	Lagay ES
ES	Region IV-A	Quezon	Calauag West	108610	Sta. Rosa ES
ES	Region IV-A	Quezon	Candelaria East	108617	Kinatihan I ES
ES	Region IV-A	Quezon	Candelaria East	108621	MANGILAG NORTE ES
ES	Region IV-A	Quezon	Catanauan	108650	Cutcutan ES
ES	Region IV-A	Quezon	Catanauan	108660	San Jose Anyao Elementary School
ES	Region IV-A	Quezon	Catanauan	108666	Tagabas Ibaba ES
ES	Region IV-A	Quezon	Catanauan	108668	Tagbacan Ibaba ES
ES	Region IV-A	Quezon	Catanauan	108670	Tagbacan Silangan ES
ES	Region IV-A	Quezon	Gen. Luna	108693	San Ignacio Ilaya ES
ES	Region IV-A	Quezon	Gen. Nakar	108699	Angelo ES
ES	Region IV-A	Quezon	Gen. Nakar	108702	Cablao ES
ES	Region IV-A	Quezon	Gen. Nakar	108703	Canaway ES
ES	Region IV-A	Quezon	Gen. Nakar	108705	Cynthia Village ES
ES	Region IV-A	Quezon	Gen. Nakar	108706	Dadyangaw ES
ES	Region IV-A	Quezon	Gen. Nakar	108707	Dinigman Elementary School
ES	Region IV-A	Quezon	Gen. Nakar	108709	Lagmak ES
ES	Region IV-A	Quezon	Gen. Nakar	108710	Loilo ES
ES	Region IV-A	Quezon	Gen. Nakar	108711	Lumutan ES
ES	Region IV-A	Quezon	Gen. Nakar	108714	Makalya ES
ES	Region IV-A	Quezon	Gen. Nakar	108715	Maligaya ES
ES	Region IV-A	Quezon	Gen. Nakar	108716	Malining ES
ES	Region IV-A	Quezon	Gen. Nakar	108718	Masanga ES
ES	Region IV-A	Quezon	Gen. Nakar	108720	Pangotloan ES
ES	Region IV-A	Quezon	Gen. Nakar	108722	Sablang ES
ES	Region IV-A	Quezon	Gen. Nakar	108723	San Marcelino ES
ES	Region IV-A	Quezon	Gen. Nakar	108724	Tatawiran ES
ES	Region IV-A	Quezon	Infanta	108788	Kiborosa ES
ES	Region IV-A	Quezon	Infanta	108792	Miyunod ES
ES	Region IV-A	Quezon	Lopez East	108801	Canda Ilaya ES
ES	Region IV-A	Quezon	Lopez East	108823	Vegaflor Elementary School
ES	Region IV-A	Quezon	Macalelon	108874	Calantas ES

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FY 2023 Deployment of Administrative Officer II  
List of Schools - Elementary

Level	Region	Division	District	School ID	School Name
ES	Region IV-A	Quezon	Mauban North	165002	Remedios I ES (Annex) Bulusok
ES	Region IV-A	Quezon	Mauban South	108901	Alitap ES
ES	Region IV-A	Quezon	Mauban South	108905	Cagbalete II ES (P.H. Dela Costa ES)
ES	Region IV-A	Quezon	Mauban South	108909	Cagsiay III Annex ES
ES	Region IV-A	Quezon	Mauban South	108916	Sta. Lucia ES
ES	Region IV-A	Quezon	Mulanay	108920	Anonang ES
ES	Region IV-A	Quezon	Mulanay	108921	Bagupaye ES
ES	Region IV-A	Quezon	Padre Burgos-Agdangan	108945	Binagbag ES
ES	Region IV-A	Quezon	Padre Burgos-Agdangan	108960	Walay ES
ES	Region IV-A	Quezon	Pagbilao	108964	Bigo Elementary School
ES	Region IV-A	Quezon	Pagbilao	108968	Malicboy West ES
ES	Region IV-A	Quezon	Panukulan	108569	Rizal ES
ES	Region IV-A	Quezon	Panukulan	109021	Balungay ES
ES	Region IV-A	Quezon	Panukulan	109022	Bato ES
ES	Region IV-A	Quezon	Panukulan	109026	Bonbon ES
ES	Region IV-A	Quezon	Panukulan	109034	Libo ES
ES	Region IV-A	Quezon	Panukulan	109037	Matangcap ES
ES	Region IV-A	Quezon	Panukulan	109038	Milawid ES
ES	Region IV-A	Quezon	Panukulan	109039	Pagitan ES
ES	Region IV-A	Quezon	Patnanungan-Jomalig	108978	Amaga ES
ES	Region IV-A	Quezon	Patnanungan-Jomalig	108981	Busdak ES
ES	Region IV-A	Quezon	Patnanungan-Jomalig	108983	Gango ES
ES	Region IV-A	Quezon	Patnanungan-Jomalig	108984	Guinaygay ES
ES	Region IV-A	Quezon	Patnanungan-Jomalig	108987	Kilogan ES
ES	Region IV-A	Quezon	Patnanungan-Jomalig	108991	Sinintan ES
ES	Region IV-A	Quezon	Patnanungan-Jomalig	501326	Luod Integrated School
ES	Region IV-A	Quezon	Perez	108995	PAMBUHAN ES
ES	Region IV-A	Quezon	Polillo	109019	Anawan ES
ES	Region IV-A	Quezon	Polillo	109020	Balesin ES
ES	Region IV-A	Quezon	Polillo	109024	Binibitinan ES
ES	Region IV-A	Quezon	Polillo	109025	Bislian ES
ES	Region IV-A	Quezon	Polillo	109029	Canicanian ES
ES	Region IV-A	Quezon	Polillo	109030	Kalubakis ES
ES	Region IV-A	Quezon	Polillo	109032	Languyin ES
ES	Region IV-A	Quezon	Polillo	109036	Macnit ES
ES	Region IV-A	Quezon	Polillo	109040	Pamatdan ES
ES	Region IV-A	Quezon	Polillo	109043	Pelion ES
ES	Region IV-A	Quezon	Polillo	109044	Pinaglubayan ES
ES	Region IV-A	Quezon	Polillo	109046	Sabang ES
ES	Region IV-A	Quezon	Polillo	109047	Salipsip Elementary School
ES	Region IV-A	Quezon	Polillo	109050	Tamulaya ES
ES	Region IV-A	Quezon	Quezon	109059	Sabang ES
ES	Region IV-A	Quezon	Real	109062	Bagong Silang ES
ES	Region IV-A	Quezon	Real	109063	Capalong ES
ES	Region IV-A	Quezon	Real	109067	Llavac ES
ES	Region IV-A	Quezon	Real	109072	Maunlad ES
ES	Region IV-A	Quezon	Real	109076	Tanauan ES
ES	Region IV-A	Quezon	San Andres	109088	Alibahaban ES
ES	Region IV-A	Quezon	San Andres	109100	Yugno ES
ES	Region IV-A	Quezon	San Antonio	109113	Sintorisan ES
ES	Region IV-A	Quezon	San Francisco	109121	Cumbahan ES
ES	Region IV-A	Quezon	San Francisco	109123	Huyon-Uyon Elementary School
ES	Region IV-A	Quezon	San Francisco	109131	Pantay ES
ES	Region IV-A	Quezon	San Francisco	109132	Pugo PS
ES	Region IV-A	Quezon	San Francisco	109133	Pugon ES
ES	Region IV-A	Quezon	San Francisco	109135	Tumbaga ES
ES	Region IV-A	Quezon	San Narciso	109138	Bangkuro ES

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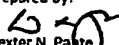
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FY 2023 Deployment of Administrative Officer II  
List of Schools - Elementary


Level	Region	Division	District	School ID	School Name
ES	Region IV-A	Quezon	San Narciso	109145	Maguiting ES (Manlampong ES)
ES	Region IV-A	Quezon	San Narciso	109146	Nangka ES
ES	Region IV-A	Quezon	San Narciso	109150	San Isidro ES
ES	Region IV-A	Quezon	San Narciso	109153	San Vicente ES
ES	Region IV-A	Quezon	Sariaya West	109174	Bignay II ES
ES	Region IV-A	Quezon	Tagkawayan	109218	Sabang ES
ES	Region IV-A	Rizal	Binangonan II	109383	Kinagatan ES
ES	Region IV-A	Rizal	Rodriguez I (Rodriguez)	109464	San Rafael ES - Casili ES
ES	Region IV-A	Rizal	Rodriguez II	109473	Mascap ES - Magalipit Elem.
ES	Region IV-A	Rizal	Rodriguez II	165508	Basecamp Elementary School
ES	Region IV-A	Rizal	Tanay II	109498	Alas-Asin Elementary School
ES	Region IV-A	Rizal	Tanay II	109507	Laiban Elementary School
ES	Region IV-A	Tanauan City	Tanauan City North II	107785	Trapiche ES
ES	Region IV-A	Tanauan City	Tanauan City West II	107763	Luyos ES
ES	Region IV-A	Tayabas City	Tayabas East	109240	North Palale Elementary School
ES	Region IV-A	Tayabas City	Tayabas West	109251	Domoit ES
ES	Region IV-A	Tayabas City	Tayabas West	109257	Malao-A / Calantas ES

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FY 2023 Deployment of Administrative Officer II  
List of Schools - Junior High School

Level	Region	Division	District	School ID	School Name
JHS	Region IV-A	Quezon	Buenavista	308008	Maligaya NHS
JHS	Region IV-A	Quezon	Calauag East	308022	Rufina P. Trinidad Mem. NHS
JHS	Region IV-A	Quezon	Calauag West	308011	Stn. Angel National High School
JHS	Region IV-A	Quezon	Catanauan	308025	San Jose NHS (Formerly Tagbacan Ilaya Integ. Sec. Ext. Classes)
JHS	Region IV-A	Quezon	Gen. Nakar	301363	Paaralang Sekundarya ng Hen. Nakar-Umiray Ext.
JHS	Region IV-A	Quezon	Panukulan	301397	Calasumanga NHS (Formerly San Juan NHS - Calasumanga Ext.)
JHS	Region IV-A	Quezon	Panukulan	308029	Bonbon National High School (Formerly Libo NHS-Bonbon Annex)
JHS	Region IV-A	Quezon	Patnanungan-Jomalig	302394	Apad Jomalig National High School (Apad NHS)
JHS	Region IV-A	Quezon	Patnanungan-Jomalig	305524	PAARALANG SEKUNDARYA NG PATNANUNGAN NORTE
JHS	Region IV-A	Quezon	Polillo	301378	Balesin IS (Formerly Polillo NHS Extension)
JHS	Region IV-A	Quezon	Polillo	301382	Sabang National High School
JHS	Region IV-A	Quezon	Polillo	301408	Taluong NHS
JHS	Region IV-A	Quezon	Polillo	308047	Polillo National High School Extension
JHS	Region IV-A	Quezon	San Francisco	301379	Pugon NHS
JHS	Region IV-A	Quezon	San Narciso	308031	White Cliff NHS

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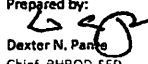
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
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Region	Division	District 1	School 1_ID	School Name_1	District 2	School 2_ID	School Name_2	District 3	School 3_ID	School Name_3
Region IV-A	Laguna	Macarlan-Ribal	108370	Talipayan-Malaya ES	Macarlan-Ribal	108364	PLAN DEL ELEMENTARY SCHOOL	Macarlan-Ribal	108361	Poot ES
Region IV-A	Laguna	San Pedro	108433	San Pedro ES	San Pedro	108433	San Pedro CES	San Pedro	108433	San Roque Elementary School
Region IV-A	Laguna	Sinabon	108469	Malibayon ES	Sinabon	108487	Angelo Ong Javier MES	Sinabon	108489	Buhay ES
Region IV-A	Laguna	Los Baños	108319	San Antonio Elementary School	Los Baños	108307	LOPEZ ELTA	Los Baños	108309	Maahas ES
Region IV-A	Laguna	Paete	108375	Paete Elementary School	Paete	108374	Paete ES	Paete	108377	Quelina Elementary School
Region IV-A	Laguna	Pila	108408	Liga ES	Pila	108417	Phogabayan ES	Pila	108419	Pook ES
Region IV-A	Laguna	Calauan	108756	Duyog ES	Calauan	108758	Lamor ES	Calauan	108768	San Roque
Region IV-A	Laguna	Santa Cruz	108437	Subal ES	Santa Cruz	108436	Bagumbayan ES	Santa Cruz	108438	San Roque
Region IV-A	Laguna	Pangasinan	108394	Comerio C. Dabina ES	Pangasinan	108393	Victor O. De Guia Jr. MES (Balan Do. School)	Pangasinan	108401	PAUL ES
Region IV-A	Laguna	Los Baños	108319	Marikina Elementary School	Los Baños	108304	Victor O. De Guia Jr. MES (Balan Do. School)	Los Baños	108310	Malina ES
Region IV-A	Laguna	San Pedro	108419	Christ the Queen Village Elementary School	San Pedro	108418	Rosario Complex Elementary School	San Pedro	108429	Sampaguita Village ES
Region IV-A	Laguna	San Pedro	108421	Ereña ES	San Pedro	108424	Lunggan ES	San Pedro	108431	San Pedro ES (Bayan-bayan)
Region IV-A	Laguna	Malayay	108349	Santa Catalina Elementary School	Malayay	108348	Malayay Elementary School	Malayay	108350	Suba ES
Region IV-A	Lipa City	Lipa City West District	108663	Padre Valerio Mababam MS	Lipa City North District	108660	Teodoro M. Kalaw MS	Lipa City South District	108687	San Sebastian ES
Region IV-A	Lipa City	Lipa City East District	108543	Don Leon E. Dolor MS	Lipa City East District	108545	Edilberto L. Mondaca MES	Lipa City South District	108675	Kayumang ES
Region IV-A	Lipa City	Lipa City East District	108347	Pinaglawitan ES	Lipa City East District	108648	San Adriano ES	Lipa City South District	108676	Labac Elementary School
Region IV-A	Luzern City	Luzern West District	108744	Luzern West Elementary School	Luzern West District	108743	Luzern West Elementary School	Luzern West District	108743	Luzern West Elementary School
Region IV-A	Luzern City	Luzern West District	108737	Obispo Juan Elementary School	Luzern East District	108715	Luzern East Elementary School	Luzern North District	108725	San Lorenzo Elementary School
Region IV-A	Luzern City	Luzern West District	108745	Luzern West IV Elementary School	Luzern East District	108709	Luzern East Elementary School	Luzern North District	108721	Luzern North Elementary School
Region IV-A	Luzern City	Luzern East District	108709	Luzern East Elementary School	Luzern East District	108714	Luzern East VI Elementary School	Luzern South District	108734	Mayno Crossing Elementary School
Region IV-A	Luzern City	Luzern South District	108733	Luzern South Elementary School	Luzern South District	108730	Dalacan Elementary School	Luzern South District	108733	Luzern South Elementary School
Region IV-A	Quezon	Saraya East	108169	Saraya East Central Main ES	Saraya East	108163	Jose Ribal Elementary School	Saraya East	108164	Manuel C. Quezon ES
Region IV-A	Quezon	Gumaca West	108767	Gumaca West CES (Gumaca West I & II CS merged)	Gumaca East	108759	Gumaca East CES	Gumaca West	108772	Alza Ribal ES
Region IV-A	Quezon	Candelaria East	108610	Santa Catalina ES	Candelaria West	108636	Candelaria Elementary School 1 & 2	Candelaria West	108637	Candelaria ES Main
Region IV-A	Quezon	Almonan	108509	Almonan CES (Merged Almonan CS I & Almonan CS II)	Almonan	108514	Caridad Rosa ES	Almonan	108513	Agapito ES
Region IV-A	Quezon	Tlagna	108772	Clara M. Racio Mem. ES	Tlagna	108774	Doña Concepcion H. Umali Elem. Sch.	Tlagna	108780	Ungas ES
Region IV-A	Quezon	Real	108074	Real Central Elementary School	Real	108066	Kabonon ES	Real	108079	Real ES
Region IV-A	Quezon	Indanta	108767	Indanta ES	Indanta	108769	Lito Elementary School	Indanta	108794	Indanta ES
Region IV-A	Quezon	San Francisco	108113	Aurora Central Annex I ES	San Francisco	108114	Aurora ES	San Francisco	108122	Don Juan Vercos ES
Region IV-A	Quezon	Catanduan	108649	Catanduan ES	Catanduan	108651	Don Abilio ES	Catanduan	108669	Perpetua C. Natividad ES
Region IV-A	Quezon	Saraya West	108186	Luzern ES	Saraya West	108188	Monasterio Elementary School	Saraya West	108205	Luzern ES
Region IV-A	Quezon	Patnungan-Jomalig	108898	Patnungan ES	Patnungan-Jomalig	108899	Agap ES	Patnungan-Jomalig	108886	Katalan ES
Region IV-A	Quezon	Dolores	108677	Dolores Central School	Dolores	108674	Butah ES	Dolores	108678	Don Eulogio Caprio ES
Region IV-A	Quezon	Plaridel	108017	Plaridel ES	Almonan	108521	Maharik ES	Almonan	108529	San Rafael ES
Region IV-A	Quezon	Padre Burgos-Agangan	108754	Padre Burgos ES	Padre Burgos-Agangan	108961	Yano ES	Padre Burgos	108975	Polo North ES
Region IV-A	Quezon	San Narciso	108152	San Narciso Central Elementary School	San Narciso	108144	Lakayan Elementary School	San Narciso	108148	Punta ES
Region IV-A	Quezon	San Antonio	108112	San Antonio CS	San Antonio	108110	Pury ES	Tlagna	108265	Ayusan ES
Region IV-A	Quezon	Gen. Luna	108366	Gen. Luna CS	Gen. Luna	108694	San Pedro ES	Masawon	108877	Macleon Central Elementary School
Region IV-A	Quezon	Perez	108396	Perez CS	Alebot	108503	Alabat Central Elementary School	Perez	108397	Perez West Elementary School
Region IV-A	Quezon	Polillo	108043	Polillo ES	Burdeos	108561	Burdeos ES	Polillo	108046	Sharon Elementary School
Region IV-A	Quezon	Lubcan	108664	Prty. Elem. Ng Lubcan 2 (PEL P-A & B-D)	Lubcan	108628	Prty. Elem. Ng Lubcan 4	Lubcan	108660	Prty. Elem. Ng Lubcan 5
Region IV-A	Quezon	Mauban North	108293	Mauban ES	Mauban North	108294	Mauban North ES I	San Andres	108300	QWA Elementary School
Region IV-A	Quezon	San Andres	108799	Tamano ES	San Andres	108800	Liy Vert Long ES	Lopez West	108805	Tala Elementary School
Region IV-A	Quezon	Lopez West	108851	Pagbilao ES	Gumaca East	108863	Agapito ES	Lopez West	108855	Don Gregorio C. Yumal, Jr. ES
Region IV-A	Quezon	Paiglat	108870	Paiglat CES (Paiglat CES & Paiglat East CES)	Paiglat	108866	Paiglat ES	Paiglat	108871	Paiglat East ES
Region IV-A	Quezon	San Francisco	108113	San Francisco ES	San Francisco	108114	Lozano ES	San Francisco	108125	Look Ansan ES
Region IV-A	Quezon	Taykawayan	108229	Taykawayan CES	Taykawayan	108231	Ribal ES	Taykawayan	108224	Sta. Cecilia ES
Region IV-A	Quezon	Tlagna	108283	San Pedro ES	Tlagna	108283	Anastacia ES	Tlagna	108278	Luzern ES
Region IV-A	Rizal	Pila	108456	Pila Elementary School Central	Pila	108457	Vergara B. Melendres Memorial Elementary School (Pila ES Unit I)	Pila	108503	Halo Elementary School
Region IV-A	Rizal	Taytay I	108536	COAZON C. AQUINO ELEMENTARY SCHOOL	Taytay I	108535	Taytay Elementary School	Taytay I	108538	Dolores Elementary School
Region IV-A	Rizal	Rodriguez I (Rodriguez)	108462	Burgos Elementary School	Rodriguez I (Rodriguez)	108463	Burgos Elementary School (Unit I)	Rodriguez I (Rodriguez)	108471	Margareth Elementary School
Region IV-A	Rizal	Rodriguez II	108509	Kasiglahan Village ES Unit I	Rodriguez II	108469	Kasiglahan Village Elementary School	Rodriguez II	108513	Southville BC Elementary School
Region IV-A	Rizal	Rodriguez II	108465	Amlyville Elementary School	Rodriguez II	108476	Rodriguez Heights ES	Rodriguez II	108502	Talampay Elementary School
Region IV-A	Rizal	Cainta II	108410	San Juan Elementary School Unit I	Cainta II	108406	Saint Anthony ES	Taytay I	108530	San Pedro ES
Region IV-A	Rizal	Angono	108307	Angono Elementary School	Angono	108310	Doña Justa Guido MES	Angono	108313	Joanin Guido Elementary School (Angono ES Unit II)
Region IV-A	Rizal	Taytay II	108537	Bayang Pag-Asa Elementary School (San Juan B. Roadway ES)	Cainta I (Cainta)	108309	Francisco P. Felix ES Unit I	Taytay II	108542	San Juan A (Roadway) Elementary School
Region IV-A	Rizal	Taytay I	108540	Munon Elementary School	Taytay I	108542	San Francisco ES	Taytay II	108506	Crestaville Elementary School
Region IV-A	Rizal	San Mateo	108487	Gubangbayan ES	San Mateo	108486	Durongbayan ES	San Mateo	108494	San Mateo Elementary School
Region IV-A	Rizal	San Mateo	108483	Baraba Elementary School	San Mateo	108483	Amplid I Elementary School	San Mateo	108485	Doña Puring Elementary School
Region IV-A	Rizal	Tanay I	108515	Panlilio Jr. Memorial Elementary School	Tanay I	108519	Samson R. Bonifacio, Sr. MES	Tanay I	108527	Wawa Elementary School
Region IV-A	Rizal	Binangonan I	108368	Lisk Elementary School	Binangonan I	108364	Binangonan Elementary School	Tanay I	108365	Amplid ES
Region IV-A	Rizal	Candonga	108416	Loce ES	Candonga	108417	Marino C. San Juan Elementary School	Binangonan I	108422	Indira ES (Morokan ES)
Region IV-A	Rizal	Rodriguez I (Rodriguez)	108487	Geronimo Elementary School	Rodriguez I (Rodriguez)	108486	Eulogio Rodriguez Jr. Elementary School	Rodriguez I (Rodriguez)	108479	San Rafael ES
Region IV-A	Rizal	Binangonan II	108513	Doña Susana Madrigal Elementary School	Binangonan II	108508	Edwan Elementary School	Binangonan II	108507	Gargan Elementary School
Region IV-A	Rizal	Cainta I (Cainta)	108408	San Francisco ES	Cainta I (Cainta)	108402	Kalish ES	Cainta I (Cainta)	108405	Flaniers ES
Region IV-A	Rizal	Baras	108425	Baras Elementary School	Baras	108426	Luangelista ES	Baras	108443	Santayo ES
Region IV-A	San Pablo City	Ambray	108753	San Antonio Elementary School	Ambray	108749	Ambray Elementary School	San Francisco	108759	Don Enrique Bautista Elementary School
Region IV-A	San Pablo City	Lakeside	108789	San Lucas I Elementary School	Lakeside	108783	CMA Ancarata Elementary School	Lakeside	108790	San Lucas I Elementary School
Region IV-A	San Pablo City	Fuente Almada	108785	Sta. Monica Elementary School	Del Remedio	108773	Prudencia O. Fule Memorial Elementary School	Fuente Almada	108778	Dagong Lipunan Elementary School
Region IV-A	San Pablo City	San Francisco	108795	San Antonio I Elementary School	San Francisco	108801	San Vicente Elementary School	San Francisco	108802	Sta. Ana Elementary School
Region IV-A	San Pablo City	Ambray	108754	San Gabriel Elementary School	Ambray	108755	San Miguel Elementary School	Ambray	108756	Isolated elementary school
Region IV-A	San Pablo City	San Diego	108808	San Diego Elementary School	San Diego	108803	Antonia Manuel Magraces Elementary School	San Diego	108812	Sta. Angel Elementary School
Region IV-A	Sta. Rosa City	City of Sta. Rosa District I	108481	Santa Rosa Elementary School Central I	City of Sta. Rosa District I	108480	Santa Rosa Elementary School Central I	City of Sta. Rosa District I	108482	Santa Rosa Elementary School Central II
Region IV-A	Sta. Rosa City	City of Sta. Rosa District II	108475	Jose Zavalza Memorial Elementary School	City of Sta. Rosa District II	108470	Isabela Elementary School	City of Sta. Rosa District II	108476	Labas Elementary School
Region IV-A	Sta. Rosa City	City of Sta. Rosa District III	108473	Orta Elementary School	City of Sta. Rosa District III	108472	Orta Elementary School	City of Sta. Rosa District III	108478	Labas Elementary School
Region IV-A	Sta. Rosa City	City of Sta. Rosa District IV	108474	Don Jose Elementary School	City of Sta. Rosa District IV	108476	Pulong Sta. Cruz Elementary School	City of Sta. Rosa District IV	108484	Sanjo Domingo Elementary School
Region IV-A	Tanauan City	Tanauan City South I	108782	Tanauan South Central School	Tanauan City North I	108781	Tanauan North ES	Tanauan City North I	108783	Tanauan ES
Region IV-A	Tanauan City	Tanauan City West I	108783	Bernardo Urio Memorial Central School	Tanauan City South II	108778	Bagumbayan ES	Tanauan City North II	108779	Tanauan ES
Region IV-A	Tanauan City	Tanauan City West II	108780	Pasaring Senior ng Talaga	Tanauan City West II	108780	Cale Elementary School	Tanauan City South II	108774	Tanauan ES
Region IV-A	Tanauan City	Tanauan City East I	108781	Pasaring Senior ng Talaga	Tanauan City East II	108775	Don ES	Tanauan City East I	108776	Tanauan ES
Region IV-A	Tanauan City	Tanauan City East II	108782	Tanauan East ES	Tanauan City East III	108776	Tanauan East ES II	Tanauan City East II	108777	Dr. Alcantara ES
Region IV-A	Tanauan City	Tanauan City West	108783	Tanauan West ES	Tanauan City West	108778	Tanauan West ES I	Tanauan City West	108779	Tanauan West ES II
Region IV-A	Tanauan City	Tanauan City East	108784	Tanauan East ES	Tanauan City East	108779	Tanauan East ES	Tanauan City East	108780	Tanauan East ES
Region IV-A	Tanauan City	Tanauan City West	108785	Tanauan West ES	Tanauan City West	108780	Tanauan West ES	Tanauan City West	108781	Tanauan West ES
Region IV-A	Tanauan City	Tanauan City East	108786	Tanauan East ES	Tanauan City East	108781	Tanauan East ES	Tanauan City East	108782	Tanauan East ES
Region IV-A	Tanauan City	Tanauan City West	108787	Tanauan West ES	Tanauan City West	108782	Tanauan West ES	Tanauan City West	108783	Tanauan West ES
Region IV-A	Tanauan City	Tanauan City East	108788	Tanauan East ES	Tanauan City East	108783	Tanauan East ES	Tanauan City East	108784	Tanauan East ES
Region IV-A	Tanauan City	Tanauan City West	108789	Tanauan West ES	Tanauan City West	108784	Tanauan West ES	Tanauan City West	108785	Tanauan West ES
Region IV-A	Tanauan City	Tanauan City East	108790	Tanauan East ES	Tanauan City East	108785	Tanauan East ES	Tanauan City East	108786	Tanauan East ES
Region IV-A	Tanauan City	Tanauan City West	108791	Tanauan West ES	Tanauan City West	108786	Tanauan West ES	Tanauan City West	108787	Tanauan West ES
Region IV-A	Tanauan City	Tanauan City East	108792	Tanauan East ES	Tanauan City East	108787	Tanauan East ES	Tanauan City East	108788	Tanauan East ES
Region IV-A	Tanauan City	Tanauan City West	108793	Tanauan West ES	Tanauan City West	108788	Tanauan West ES	Tanauan City West	108789	Tanauan West ES
Region IV-A	Tanauan City	Tanauan City East	108794	Tanauan East ES	Tanauan City East	108789	Tanauan East ES	Tanauan City East	108790	Tanauan East ES
Region IV-A	Tanauan City	Tanauan City West	108795	Tanauan West ES	Tanauan City West	108790	Tanauan West ES	Tanauan City West	108791	Tanauan West ES
Region IV-A	Tanauan City	Tanauan City East	108796	Tanauan East ES	Tanauan City East	108791	Tanauan East ES	Tanauan City East	108792	Tanauan East ES
Region IV-A	Tanauan City	Tanauan City West	108797	Tanauan West ES	Tanauan City West	108792	Tanauan West ES	Tanauan City West	108793	Tanauan West ES
Region IV-A	Tanauan City	Tanauan City East	108798	Tanauan East ES	Tanauan City East	108793	Tanauan East ES	Tanauan City East	108794	Tanauan East ES
Region IV-A	Tanauan City	Tanauan City West	108799	Tanauan West ES	Tanauan City West	108794	Tanauan West ES	Tanauan City West	108795	Tanauan West ES
Region IV-A	Tanauan City	Tanauan City East	108800	Tanauan East ES	Tanauan City East	108795	Tanauan East ES	Tanauan City East	108796	Tanauan East ES
Region IV-A	Tanauan City	Tanauan City West	108801	Tanauan West ES	Tanauan City West	108796	Tanauan West ES	Tanauan City West	108797	Tanauan West ES
Region IV-A	Tanauan City	Tanauan City East	108802	Tanauan East ES	Tanauan City East	108797	Tanauan East ES	Tanauan City East	108798	Tanauan East ES
Region IV-A	Tanauan City	Tanauan City West	108803	Tanauan West ES	Tanauan City West	108798	Tanauan West ES	Tanauan City West	108799	Tanauan West ES
Region IV-A	Tanauan City	Tanauan City East	108804	Tanauan East ES	Tanauan City East	108799	Tanauan East ES	Tanauan City East	108800	Tanauan East ES
Region IV-A	Tanauan City	Tanauan City West	108805	Tanauan West ES	Tanauan City West	108800	Tanauan West ES	Tanauan City West	108801	Tanauan West ES
Region IV-A	Tanauan City	Tanauan City East	108806	Tanauan East ES	Tanauan City East	108801	Tanauan East ES	Tanauan City East	108802	Tanauan East ES
Region IV-A	Tanauan City	Tanauan City West	108807	Tanauan West ES	Tanauan City West	108802	Tanauan West ES	Tanauan City West	108803	Tanauan West ES
Region IV-A	Tanauan City	Tanauan City East	108808	Tanauan East ES	Tanauan City East	108803	Tanauan East ES	Tanauan City East	108804	Tanauan East ES
Region IV-A	Tanauan City	Tanauan City West	108809	Tanauan West ES	Tanauan City West	108804	Tanauan West ES	Tanauan City West	108805	Tanauan West ES
Region IV-A	Tanauan City	Tanauan City East	108810	Tanauan East ES	Tanauan City East	108805	Tanauan East ES	Tanauan City East	108806	Tanauan East ES
Region IV-A	Tanauan City	Tanauan City West	108811	Tanauan West ES	Tanauan City West	108806	Tanauan West ES	Tanauan City West	108807	Tanauan West ES
Region IV-A	Tanauan City	Tanauan City East	108812	Tanauan East ES	Tanauan City East	108807	Tanauan East ES	Tanauan City East	108808	Tanauan East ES
Region IV-A	Tanauan City	Tanauan City West	108813							

Region	Division	District_1	School_1_ID	School Name_1	District_2	School_2_ID	School Name_2	District_3	School_3_ID	School Name_3
Region IV-A	Batangas	Nasugbu East	301162	Turnalim National High School	Nasugbu West	307718	Balayitigue National High School	Nasugbu East	307723	Catanduan Yabut National High School
Region IV-A	Batangas	Rosario West	301157	Timbugan National High School	Padre Garcia	301091	Bukal Integrated National High School	Rosario East	307711	The Saint Isidore National High School
Region IV-A	Batangas	San Pascual	301081	Bayanan National High School	San Pascual	301101	Francisco G. Perez Memorial National High School	San Pascual	301103	Ilat National High School
Region IV-A	Batangas	Calaca	301093	Cahil National High School	Tuy	301088	Bolbok National High School	Calaca	307724	Lumbang na Matanda National High School
Region IV-A	Laguna	Victoria	307929	Nanhaya NHS (San Francisco NHS - Nanhaya Ext.)	Pila	301252	Masico NHS	Victoria	307912	San Roque National High School
Region IV-A	Rizal	Rodriguez II	301449	Mascep National High School	Rodriguez II	301441	Macabud National High School	Rodriguez II	308134	Southville 88 National High School

Prepared by:  
  
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Noted by:  
  
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Approved by:  
  
Gloria Jumbani-Mendoza  
Undersecretary, BHRD

**Region:**  
**Division:**

**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.

## Schools Division Superintendent

**Region:**

[illegible]

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 BHRD-SED through support.nspg@deped.gov.ph on or before December 07, 2023.

**Noted by:**

Regional Director

## **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.<sup>1</sup>*

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.

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<sup>1</sup> Republic Act 9155, Governance of Basic Education Act of 2001