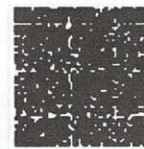




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Personnel-RM-2025-267

08 April 2025

Regional Memorandum
No. 267, s. 2025

**SUBMISSION OF SCHOOL ASSIGNMENTS
FOR THE ALLOCATED ADMINISTRATIVE
OFFICER II (AO II) ITEMS TO JUNIOR
HIGH SCHOOLS**

**To Schools Division Superintendents
All Others Concerned**

1. Enclosed is a copy of Memorandum DM-OUHROD-2026-0616 titled **"SUBMISSION OF SCHOOL ASSIGNMENTS FOR THE ALLOCATED ADMINISTRATIVE OFFICER II (AO II) ITEMS TO JUNIOR HIGH SCHOOLS."**
2. Attention is invited to the third paragraph of the abovementioned memorandum for information and appropriate action.
3. The Deployment Parameters for FY 2025 School-Based Administrative Officer (AO II) Items are also attached (Annexes A & B) for reference.
4. For further questions or concerns, please contact the BHROD-SED through landline (02)8633-5397 or email at bhrod.sed@deped.gov.ph.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Incls.: As stated

08C/ROA/P1



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

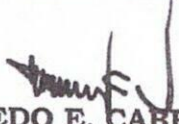


ORD-UM01-2025-359

MEMORANDUM

DM-OUHROD-2025-0616

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
WILFREDO E. CABRAL
Undersecretary for Human Resource and Organizational Development

SUBJECT : SUBMISSION OF SCHOOL ASSIGNMENTS FOR THE ALLOCATED
ADMINISTRATIVE OFFICER II (AO II) ITEMS TO JUNIOR HIGH
SCHOOLS

DATE : March 07, 2025

The **Department of Education**, in coordination with the Department of Budget and Management (DBM), is set to deploy an additional 10,000 Administrative Officer II (AO II) positions in public schools for Fiscal Year 2025. This initiative underscores the Department's commitment to addressing challenges related to organizational structure and staffing in schools, which serve as the primary delivery units of basic education services.

As a requirement of DBM for the creation of items, the Department is required to submit the school assignments for the items allocated to Junior High Schools (JHS). For FY 2025, all **SDOs shall be responsible for determining the school assignments for the newly created items**, based on **needs analysis** and the **deployment parameters**. This strategy ensures context-sensitive decisions, promotes accountability in resource allocation, and addresses potential distribution inequities across school typologies.

In this regard, field offices are directed to undertake the following measures:

- a. **SDO-HRMOs** shall prepare school assignments for items allocated to Junior High Schools following the Deployment Parameters and Indicative Allocation provided in **Annexes A and B**, respectively.

Additionally, SDOs must ensure that no other AO II plantilla item is lodged to the school, in compliance with the deployment parameter of strictly one (1) AO II per school.

Access and accomplish the reporting template at
bit.ly/NTP25JHSAllocation.

- b. **SDO-HRMOs** shall submit the proposed school assignments to the Schools Division Superintendents for approval. Once approved by the SDS, SDO-HRMOs shall promptly forward the signed report to the RO-HRMOs for consolidation and approval.
- c. **RO-HRMOs** shall download the consolidated reports of all SDOs from the reporting template and submit it to the Regional Director for approval.
- d. Once approved by the Regional Director, the **RO-HRMOs** shall submit the signed report in PDF format, along with the signed reports of SDOs, via email at bhrod.sed@deped.gov.ph on or before **March 12, 2025**. **No individual submissions from SDOs will be accepted.**

The submissions of field offices will be validated by the Central Office before onward submission to DBM. The early deadline will enable DBM to lodge the items to schools promptly upon their creation.

For items allocated to **Elementary Schools and Senior High Schools**, a separate Memorandum shall be issued providing the deployment parameters and procedures.

Should there be further questions or concerns, please contact the BHRD-SED through landline **(02) 8633-5397** or email bhrod.sed@deped.gov.ph.

For your information, strict compliance, and appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY

**DEPLOYMENT PARAMETERS FOR
FY 2025 SCHOOL-BASED ADMINISTRATIVE OFFICER II (AO II) ITEMS**

The deployment of AO II items to schools shall adhere to the following parameters:

1. **STRICTLY ONE (1) AO II PER SCHOOL:** Each unique School ID shall have one (1) AO II item, regardless of school size and curricular offering.
2. **CLUSTERING STRATEGY:** Whenever necessary, and provided that the conditions or circumstances of the schools are applicable, the AO II items may be subject to a clustering strategy involving up to three (3) schools of the same level. In clustering the schools, the following conditions must be met:
 - a. The schools must be **geographically adjacent**; and
 - b. The schools must be **accessible within the same district**.

Elementary and secondary public schools with different curricular offerings, size typologies, or districts may, in exceptional circumstances and for justifiable reasons, be included in the same cluster, provided it is approved by the concerned Schools Division Superintendent and Regional Director.

3. **PRIORITIZATION CRITERIA FOR SCHOOL ASSIGNMENTS:** The AO II items shall be deployed to schools following the preferential order of priority as stated below:

- **Priority No. 1:** Schools without non-teaching personnel
- **Priority No. 2:** Schools included in a cluster to reduce the number of schools handled by an AO II
- **Priority No. 3:** Schools with Administrative Support Staff (under Contract of Service) but with an enrollment size above 250
- **Priority No. 4:** Schools with other non-teaching personnel (e.g., AO IV, ADAS II, and ADAS III) but without a deployed AO II or Administrative Support Staff
- **Priority No. 5:** Schools with other non-teaching personnel and Administrative Support Staff but without a deployed AO II

**INDICATIVE ALLOCATION FOR JUNIOR HIGH SCHOOLS OF
FY 2025 SCHOOL-BASED ADMINISTRATIVE OFFICER II (AO II) ITEMS**

Region	Division	Number of Items Allocated to Junior High School
CAR	Abra	16
CAR	Apayao	10
CAR	Baguio City	14
CAR	Benguet	11
CAR	Ifugao	9
CAR	Kalinga	15
CAR	Mt. Province	20
CAR	Tabuk City	16
NCR	Caloocan City	3
NCR	Las Pinas City	1
NCR	City of San Juan	1
NCR	Makati City	1
NCR	Malabon City	2
NCR	Mandaluyong City	-
NCR	Manila	1
NCR	Marikina City	1
NCR	Muntinlupa City	2
NCR	Navotas	1
NCR	Paranaque City	1
NCR	Pasay City	1
NCR	Pasig City	1
NCR	Quezon City	2
NCR	Taguig City and Pateros	1
NCR	Valenzuela City	1
Region I	Alaminos City	3
Region I	Batac City	1
Region I	Candon City	-
Region I	Dagupan City	2
Region I	Ilocos Norte	23
Region I	Ilocos Sur	36
Region I	La Union	35
Region I	Laoag City	1
Region I	Pangasinan I, Lingayen	39
Region I	Pangasinan II, Binalonan	28
Region I	San Carlos City	6
Region I	San Fernando City	3
Region I	Urdaneta City	1
Region I	Vigan City	1
Region II	Batanes	6
Region II	Cagayan	39

Region	Division	Number of Items Allocated to Junior High School
Region II	Cauayan City	10
Region II	City of Ilagan	8
Region II	Isabela	52
Region II	Nueva Vizcaya	14
Region II	Quirino	6
Region II	Santiago City	7
Region II	Tuguegarao City	5
Region III	Science City of Muñoz	1
Region III	Angeles City	8
Region III	Aurora	13
Region III	Balanga City	4
Region III	Bataan	9
Region III	Bulacan	5
Region III	Cabanatuan City	-
Region III	City of San Jose Del Monte	1
Region III	Gapan City	2
Region III	Mabalacat City	3
Region III	Malolos City	1
Region III	Meycauayan City	5
Region III	Nueva Ecija	49
Region III	Olongapo City	2
Region III	Pampanga	24
Region III	San Fernando City	-
Region III	San Jose City	4
Region III	Tarlac	17
Region III	Tarlac City	-
Region III	Zambales	24
Region IV-A	Antipolo City	1
Region IV-A	Bacoor City	4
Region IV-A	Batangas	36
Region IV-A	Batangas City	12
Region IV-A	Binan City	7
Region IV-A	Cabuyao City	7
Region IV-A	Calamba City	2
Region IV-A	Cavite	15
Region IV-A	Cavite City	-
Region IV-A	Dasmarinas City	1
Region IV-A	General Trias City	1
Region IV-A	Imus City	1
Region IV-A	Laguna	19
Region IV-A	Lipa City	3
Region IV-A	Lucena City	1
Region IV-A	Quezon	74
Region IV-A	Rizal	15
Region IV-A	San Pablo City	4

Region	Division	Number of Items Allocated to Junior High School
Region IV-A	San Pedro City	7
Region IV-A	Sta. Rosa City	7
Region IV-A	Sto. Tomas City	3
Region IV-A	Tanauan City	5
Region IV-A	Tayabas City	3
MIMAROPA	Calapan City	9
MIMAROPA	Marinduque	28
MIMAROPA	Occidental Mindoro	1
MIMAROPA	Oriental Mindoro	42
MIMAROPA	Palawan	20
MIMAROPA	Puerto Princesa City	21
MIMAROPA	Romblon	11
Region V	Albay	40
Region V	Camarines Norte	28
Region V	Camarines Sur	102
Region V	Catanduanes	24
Region V	Iriga City	6
Region V	Legaspi City	5
Region V	Ligao City	6
Region V	Masbate	54
Region V	Masbate City	5
Region V	Naga City	11
Region V	Sorsogon	35
Region V	Sorsogon City	9
Region V	Tabaco City	4
Region VI	Aklan	43
Region VI	Antique	29
Region VI	Bacolod City	1
Region VI	Bago City	1
Region VI	Cadiz City	7
Region VI	Capiz	19
Region VI	Escalante City	-
Region VI	Guimaras	9
Region VI	Himamaylan City	7
Region VI	Iloilo	43
Region VI	Iloilo City	3
Region VI	Kabankalan City	10
Region VI	La Carlota City	1
Region VI	Negros Occidental	11
Region VI	Passi City	3
Region VI	Roxas City	2
Region VI	Sagay City	1
Region VI	San Carlos City	3
Region VI	Silay City	6
Region VI	Sipalay City	8

Region	Division	Number of Items Allocated to Junior High School
Region VI	Victorias City	3
Region VII	Bais City	10
Region VII	Bayawan City	18
Region VII	Bogo City	7
Region VII	Bohol	95
Region VII	Canlaon City	3
Region VII	Carcar City	2
Region VII	Cebu	55
Region VII	Cebu City	12
Region VII	City of Naga, Cebu	8
Region VII	Danao City	8
Region VII	Dumaguete City	1
Region VII	Guihulngan City	12
Region VII	Lapu-Lapu City	6
Region VII	Mandaue City	4
Region VII	Negros Oriental	-
Region VII	Siquijor	9
Region VII	Tagbilaran City	8
Region VII	Talisay City	5
Region VII	Tanjay City	19
Region VII	Toledo City	2
Region VIII	Baybay City	5
Region VIII	Biliran	10
Region VIII	Borongan City	4
Region VIII	Calbayog City	12
Region VIII	Catbalogan City	4
Region VIII	Eastern Samar	14
Region VIII	Leyte	36
Region VIII	Maasin City	6
Region VIII	Northern Samar	9
Region VIII	Ormoc City	15
Region VIII	Samar (Western Samar)	44
Region VIII	Southern Leyte	19
Region VIII	Tacloban City	6
Region IX	Dapitan City	7
Region IX	Dipolog City	-
Region IX	Isabela City	7
Region IX	Pagadian City	9
Region IX	Zamboanga City	4
Region IX	Zamboanga del Norte	10
Region IX	Zamboanga del Sur	36
Region IX	Zamboanga Sibugay	14
Region X	Bukidnon	4
Region X	Cagayan de Oro City	22
Region X	Camiguin	7

Region	Division	Number of Items Allocated to Junior High School
Region X	El Salvador	3
Region X	Gingoog City	-
Region X	Iligan City	11
Region X	Lanao del Norte	23
Region X	Malaybalay City	5
Region X	Misamis Occidental	24
Region X	Misamis Oriental	24
Region X	Oroquieta City	7
Region X	Ozamis City	5
Region X	Tangub City	8
Region X	Valencia City	8
Region XI	Davao City	62
Region XI	Davao De Oro	26
Region XI	Davao del Norte	25
Region XI	Davao del Sur	4
Region XI	Davao Occidental	13
Region XI	Davao Oriental	36
Region XI	Digos City	6
Region XI	Island Garden City of Samal	16
Region XI	Mati City	10
Region XI	Panabo City	9
Region XI	Tagum City	9
Region XII	General Santos City	3
Region XII	Kidapawan City	7
Region XII	Koronadal City	8
Region XII	North Cotabato	34
Region XII	Sarangani	7
Region XII	South Cotabato	13
Region XII	Sultan Kudarat	6
Region XII	Tacurong City	6
CARAGA	Agusan del Norte	2
CARAGA	Agusan del Sur	36
CARAGA	Bayugan City	4
CARAGA	Bislig City	1
CARAGA	Butuan City	1
CARAGA	Cabadbaran City	5
CARAGA	Dinagat Island	17
CARAGA	Siargao	11
CARAGA	Surigao City	6
CARAGA	Surigao del Norte	13
CARAGA	Surigao del Sur	3
CARAGA	Tandag City	5