

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



Personnel-RM-2025-275

11 April 2025

Regional Memorandum
No. 275, s. 2025

**ONLINE ORIENTATION ON THE DEPLOYMENT GUIDELINES
FOR THE NEWLY-CREATED SCHOOL-BASED
ADMINISTRATIVE OFFICER II (AO II)
ITEMS FOR FY 2025**

**To Schools Division Superintendents
All Others Concerned**

1. Enclosed is a copy of Memorandum DM-OUHROD-2025-0887 titled **"ONLINE ORIENTATION ON THE DEPLOYMENT GUIDELINES FOR THE NEWLY-CREATED SCHOOL-BASED ADMINISTRATIVE OFFICER II (AO II) ITEMS FOR FY 2025."**
2. Attention is invited to letters B and C of the said memo for the invited participants and schedule of administrative details.
3. Confirmation of attendance is on or before April 11, 2025 through this link bit.ly/NTP25Orientation-Reg.
4. The indicative program is also attached as Annex A for reference.
5. For further questions or concerns, please coordinate with the BHROD-SED through landline (02)8633-5397 or email at bhrod.sed@deped.gov.ph.
6. 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



ORD-UM01-2025-375

Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT


MEMORANDUM
DM-OUHROD-2025-0887

FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : **ADMINISTRATIVE OFFICER V (HRMO)**
Administrative Division- Personnel Section

ADMINISTRATIVE OFFICER V
Administrative Unit

ADMINISTRATIVE OFFICER IV (HRMO)
Administrative Unit-Personnel

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

SUBJECT : **ONLINE ORIENTATION ON THE DEPLOYMENT GUIDELINES
FOR THE NEWLY-CREATED SCHOOL-BASED
ADMINISTRATIVE OFFICER II (AO II) ITEMS FOR FY 2025**

DATE : April 07, 2025

This has reference to **DM-OUHROD-2025-0866**, *Deployment Guidelines of New School-based Administrative Officer II (AO II) Positions to Public Elementary and Secondary Schools for FY 2025*, which provides information on the allocation parameters and deployment procedures for the school-based AO II items set to be deployed this FY 2025.

In this regard, a series of **Online Orientations** shall be conducted by this Office to ensure that the procedures and timelines will be upheld. The details of the activity are as follows:

A. Objectives

1. To discuss the allocation parameters, deployment parameters, and deployment procedures for FY 2025;
2. To reorient the use of Online Non-Teaching Deployment Monitoring Tool; and
3. To clarify concerns and issues.

The indicative program is attached as **Annex A**.

B. Invited Participants

Governance Level	Target Participants
Regional Offices	<ul style="list-style-type: none">Regional Office Human Resource Management Officer (HRMO)
Schools Division Offices	<ul style="list-style-type: none">Administrative Officer V (AO V) of the Administrative DivisionSchools Division Office (SDO) HRMO

All invited participants must confirm their attendance at bit.ly/NTP25Orientation-Reg on or before **April 11, 2025**.

C. Schedule and Administrative Details

Cluster	Date	Time	Link
Visayas Cluster	April 14, 2025 (Monday)	1:30 PM-4:00 PM	bit.ly/NTPFY25Orientation
Luzon Cluster	April 15, 2025 (Tuesday)	9:30 AM-12:00 NN	
Mindanao Cluster		1:30 PM-4:00 PM	

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397.

For immediate dissemination and appropriate action.

Copy furnished:

Office of the Secretary
Office of the Undersecretary for Field Operations

ONLINE ORIENTATION ON THE DEPLOYMENT GUIDELINES FOR THE NEWLY-CREATED SCHOOL-BASED ADMINISTRATIVE OFFICER II (AO II) ITEMS FOR FY 2025

Indicative Program

April 14-15, 2025 | Online via MS Teams

Time AM Session	Time PM Session	Activity	Resource Person
9:30-9:45 AM	1:30-1:45 PM	Opening Activity <ul style="list-style-type: none"> • Prayer • Nationalistic Song • Objectives of the Activity • Program Flow • Online Meeting • House Norms 	BHROD-SED
9:45-9:55 AM	1:45-1:55 PM	Welcome Remarks	Usec Wilfredo E. Cabral <i>Undersecretary for HROD</i>
9:55-10:15 AM	1:55-2:15 PM	Session 1: Context Setting and Allocation Parameters	BHROD-SED
10:15-10:20 AM	2:15-2:20 PM	Health Break	
10:20-11:00 AM	2:20-3:00 PM	Session 2: Deployment Parameters and Procedures	BHROD-SED
11:00-11:30 AM	3:00-3:30 PM	Session 3: Online Non-Teaching Deployment Monitoring Tool	BHROD-SED
11:30-11:55 AM	3:30-3:55 PM	Open Forum	
11:55-12:00 NN	3:55-4:00 PM	Closing Remarks	Dir. Mario M. Bermudez <i>OIC-Director IV, BHROD</i>
		Closing Activity <ul style="list-style-type: none"> • Reminders/Ways Forward/Timeline • Evaluation of the Activity 	

Reminder: All invited participants are expected to have accessed and read **DM-OUHROD-2025-0866**.