



Republic of the Philippines

Department of EducationREGION IV-A CALABARZON



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

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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

WILFREDOE. CABRAL

Undersecretary for Human Resource and

Organizational Development

SUBJECT

: ONLINE ORIENTATION ON THE DEPLOYMENT GUIDELINES

FOR THE NEWLY-CREATED

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.

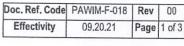
In this regard, a series of **Online Orientations** shall be conducted by this Office to ensure that the procedures and timelines will be upheld. The details of the activity are as follows:

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.







SCHOOL-BASED



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

B. Invited Participants

Governance Level	Target Participants		
Regional Offices	Regional Office Human Resource Management Officer (HRMO)		
Schools Division Offices	Administrative Officer V (AO V) of the Administrative Division		
	 Schools Division Office (SDO) HRMO 		

invited participants must confirm attendance 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		
Luzon Cluster	April 15, 2025	9:30 AM-12:00 NN	bit.ly/NTPFY25Orientation	
Mindanao Cluster	(Tuesday)	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.

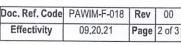
For immediate dissemination and appropriate action.

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	Time	Activity	Resource Person
AM Session	PM Session		
9:30-9:45 AM	1:30-1:45 PM	 Opening Activity 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 Undersecretary for HROD
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 OIC-Director IV, BHROD
		 Closing Activity Reminders/Ways Forward/Timeline Evaluation of the Activity 	

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