



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



Personnel-RM-2025-338

5 May 2025

**Regional Memorandum**  
**No. 338, s. 2025**

**APPROVAL OF THE CREATION OF NEW SCHOOL-BASED  
ADMINISTRATIVE OFFICER II (AO II) POSITIONS  
TO PUBLIC ELEMENTARY AND SECONDARY  
SCHOOLS FOR FISCAL YEAR (FY) 2025**

To **Schools Division Superintendents**  
**All Public Elementary and Secondary School Heads**  
**All Others Concerned**

1. Enclosed is a copy of Memorandum DM-OUHROD-2025-1130, "titled **Approval of the Creation of New School-Based Administrative Officer II (AO II) Positions to Public elementary and Secondary Schools for Fiscal Year (FY) 2025,**" which is self-explanatory.
2. The Department of Budget and Management-Regional Offices (DBM-ROs) shall issue the Notice of Organization, Staffing, and Compensation Action (NOSCA) directly to the Schools Division Offices (SDOs) for positions allocated to Elementary and Senior High Schools, and directly to Schools for positions allocated to Junior High Schools.
3. Moreover, attention is invited to the third paragraph of the abovementioned Memorandum, for information and guidance.
4. For detailed deployment parameters and procedures, please refer 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.*" All SDOs are expected to have initiated preparatory activities, particularly the identification of school assignments, to ensure that no delays shall occur in the timely execution of the hiring and deployment processes. **The final deadline for submission of the deployment report is on June 13, 2025 (Friday).**
5. For access to the submission of forms and all relevant links, please visit: **[bit.ly/DepEd-NSPP-Links](https://bit.ly/DepEd-NSPP-Links).**
6. Immediate dissemination of and compliance with this Memorandum is directed.

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

Incls.: As stated

08C/ROA/P1 *nlm*



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Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2025-1130

FOR : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS**  
**ALL OTHERS CONCERNED**

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 : **APPROVAL OF THE CREATION OF NEW SCHOOL-BASED  
ADMINISTRATIVE OFFICER II (AO II) POSITIONS TO PUBLIC  
ELEMENTARY AND SECONDARY SCHOOLS FOR FISCAL YEAR  
(FY) 2025**

DATE : April 28, 2025

This is to inform all concerned field offices that the Department of Budget and Management (DBM) has **approved** the creation of **ten thousand (10,000) new School-based Administrative Officer II (AO II) items for Fiscal Year (FY) 2025** last 14 April 2025.

In connection, the DBM Regional Offices (DBM-ROs) shall issue the Notice of Organization, Staffing, and Compensation Action (NOSCA) directly to the Schools Division Offices (SDOs) for positions allocated to Elementary and Senior High Schools, and directly to Schools for positions allocated to Junior High Schools.

Upon receipt of the NOSCA's, the SDOs are authorized to immediately commence the recruitment process, which includes the publication and posting of vacancies, initial evaluation, comparative assessment, and selection of qualified applicants. All recruitment activities must strictly adhere to the procedures, criteria, and point

system stipulated in DO No. 007, s. 2023 titled "*Guidelines on the Recruitment, Selection, and Appointment in the Department of Education*" and DO No. 021, s. 2024 titled "*Amendments to DepEd Order No. 007, s. 2023*". The Qualification Standards (QS) shall conform to the Civil Service Commission's (CSC) approved qualification requirements for the AO II position.

For detailed deployment parameters and procedures, kindly refer 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.*" All SDOs are expected to have initiated preparatory activities, particularly the identification of school assignments, to ensure that no delays shall occur in the timely execution of the hiring and deployment processes. The **final deadline for submission** of the deployment report is on **13 June 2025 (Friday)**.

For access to the submission forms and all relevant links, please visit: **[bit.ly/DepEd-NSPP-Links](https://bit.ly/DepEd-NSPP-Links)**.

Should you have any questions or further clarification, please contact BHROD-SED at (02) 8633-5397 or via email at **[bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph)**.

For your information, strict compliance, and appropriate action.

**Copy furnished:**

Office of the Secretary  
Office of the Undersecretary for Field Operations  
Office of the Undersecretary for Finance  
Office of the Undersecretary for Strategic Management




Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OUHROD-2025-0866

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

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

SUBJECT : DEPLOYMENT GUIDELINES OF NEW SCHOOL-BASED  
ADMINISTRATIVE OFFICER II (AO II) POSITIONS TO PUBLIC  
ELEMENTARY AND SECONDARY SCHOOLS FOR FY 2025

DATE : 02 April 2025

The **Department of Education (DepEd)** remains committed under its Five-Point Agenda to enhance its governance structure and ensure an efficient and supportive education system. Aligned with this commitment are efforts dedicated to addressing challenges related to organizational structure and staffing in schools being our delivery units of basic education services.

Accordingly, the General Appropriations Act for Fiscal Year (FY) 2025 mandated DepEd to create, recruit, and appoint school-based non-teaching positions in elementary and secondary schools to provide the necessary administrative and support services in the general operations of schools, as well as the school-based programs and projects of the Department.

In this regard, DepEd, in coordination with the Department of Budget and Management (DBM), shall deploy an **additional ten thousand (10,000) School-based Administrative Officer II (AO II)** items for **FY 2025**, subject to applicable recruitment, selection, and appointment guidelines of this Department and in accordance with the rules and regulations of the Civil Service Commission (CSC).

To effectively facilitate the deployment of AO II items, the following information is provided to the Regional Offices (RO) and Schools Division Offices (SDO) for their guidance and compliance:

### I. ALLOCATION OF NEW ITEMS

The 10,000 AO II items shall be allocated to ensure **equitable distribution across SDOs**, supporting more schools, and reducing the number of schools

handled by an AO II per cluster. In determining the allocation, priority has been given to SDOs nearing the completion of at least one (1) AO II per school. On the other hand, other SDOs have been allocated AO II items based on an equitable distribution.

## II. DEPLOYMENT PARAMETERS

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. In clustering the schools, the following conditions must be met:
  - a. The schools must be **geographically adjacent**; and
  - b. The schools must be **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 (SDS) and Regional Director (RD).

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 currently 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 III, and ADAS II) but without a deployed AO II or Administrative Support Staff (under Contract of Service)
    - **Priority No. 5:** Schools with other non-teaching personnel and Administrative Support Staff (under Contract of Service) but without a deployed AO II
  4. **LODGING OF PLANTILLA ITEMS:** The items for Elementary and Senior High Schools are lodged at the SDO level while those for Junior High Schools are lodged at the specific school, in accordance with the deployment list provided as Annex B in this Memorandum. Consequently, if an item is categorized under **Operations of School-Elementary**
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(Kindergarten to Grade 6), it must be deployed to an elementary school. If an item falls under **Operations of School-Junior High School (Grade 7-10)**, it should be deployed either to a Junior High School or an Integrated School, following the attached deployment list. Lastly, if an item is lodged under **Operations of School-Senior High School**, it should be deployed to a Senior High School.

In cases where AO II items will be deployed to a cluster of schools, the **reference school** (*formerly labeled as mother school*) should be according to the lodging of Plantilla items.

### III. DEPLOYMENT PROCEDURES

All SDOs shall be responsible for determining the school assignments for the newly created AO II items, based on needs analysis and the deployment parameters outlined in Item II. They shall ensure context-sensitive decisions, promote accountability in resource allocation, and address potential inequities in distribution across different school typologies. In this regard, the field offices must **strictly** adhere to the following deployment procedures:

#### 1. CONDUCT OF PREPARATORY ACTIVITIES

- a. While the review and approval of the 10,000 AO II items are in process, all SDOs, through the **Administrative Division – Administrative Officer V (AO V) and Administrative Officer IV (HRMO) in coordination with the School Governance and Operations Division (SGOD)-Planning Officer**, are directed to revisit their existing deployment/cluster reports and **prepare proposed school assignments** for all items, including the FY 2025 indicative allocation specified in **Annex A**.
- b. Since the creation of items for Junior High Schools is school-specific, deviation from the list of schools submitted to this Office through DM-OUHROD-2025-0616<sup>1</sup> shall **not be allowed**. However, this does not preclude the field offices from implementing the clustering strategy to these items. For reference, the deployment list is attached as **Annex B**

#### 2. PREPARATION OF DEPLOYMENT REPORT

- a. Once school assignments are identified, all SDOs, through the **Office of the Schools Division Superintendent (OSDS) or Office of the Assistant Schools Division Superintendent (OASDS)**, are **required** to present the proposed school assignments to their respective SDO Management Committee (including all School Heads) for deliberation, considering any inputs or potential concerns.
- b. Accordingly, each Regional Office, through the **Office of the Regional Director (ORD) or Office of the Assistant Regional Director (OARD)**, must organize activities to review and deliberate on the proposed school assignments prepared by SDOs.

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<sup>1</sup> DM-OUHROD-2025-0616, *Submission of School Assignments for the Allocated Administrative Officer II (AO II) Items to Junior High Schools*, dated March 07, 2025

- c. **SDO-HRMOs** shall finalize the deployment/cluster report for existing and newly created AO II items based on agreements using the Online Non-Teaching Deployment Monitoring Tool ([bit.ly/NTPDeploymentMonitoring](http://bit.ly/NTPDeploymentMonitoring)). It is imperative that school assignments are readily available by the time the NOSCA is issued to facilitate timely hiring and deployment processes.

### 3. **ISSUANCE OF NOTICE OF ORGANIZATION, STAFFING, AND COMPENSATION ACTION (NOSCA)**

- a. Consistent with the existing procedures of DBM on the creation of non-teaching positions for DepEd, the DBM ROs shall issue the corresponding **NOSCA directly to DepEd SDOs or Implementing Units (IUs)**.
- b. Once the NOSCA has been issued, the SDO-HRMOs must immediately check for any discrepancies in the number of items in the NOSCA vis-à-vis allocation list. Any discrepancy must be immediately reported to the RO-HRMO and DBM-Regional Office.
- c. Upon receipt of the NOSCA, the **SDO-HRMOs** must submit a copy of the NOSCA and its cover letter to the Central Office through a designated submission form ([bit.ly/NTP-NOSCA](http://bit.ly/NTP-NOSCA)).

### 4. **SUBMISSION OF FINAL DEPLOYMENT REPORT**

- a. Once the NOSCA has been issued and Plantilla Item Numbers are available, the **SDO-HRMOs** shall complete the deployment/cluster report and generate the final report directly from the Online Non-Teaching Deployment Monitoring Tool. The report should be approved by the Administrative Division-AO V and SDS.
  - b. Once approved by the SDS, the **SDO-HRMO** shall promptly forward the report to the RO-HRMO for review, consolidation, and approval.
  - c. The **RO-HRMO** shall ensure that the reports are complete, accurate, and adherent to the Deployment Parameters. They should also ensure the accuracy of the number of items provided for each SDO and level of education (e.g., ES, JHS and SHS).
  - d. The **RO-HRMO** shall consolidate the deployment/cluster reports of all SDOs and submit these to the Regional Director for approval.
  - e. Once approved by the Regional Director, the **RO-HRMO** shall submit the signed copies of the deployment/cluster reports to the BHRD-SED through a designated submission form ([bit.ly/NTPDeploymentSubmission](http://bit.ly/NTPDeploymentSubmission)). **No individual submissions from SDOs will be accepted.** The deadline for submission shall be provided in a separate issuance.
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## 5. FILLING-UP OF ITEMS

Upon receipt of the NOSCA, all SDOs shall immediately commence with the publication and posting of vacancies, initial evaluation, comparative assessment, and selection of qualified applicants. All are directed to strictly adhere to the prescribed process, criteria, and point system stipulated under DO 007 s. 2023 titled "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*" and DO 021, s. 2024 titled "*Amendments to DepEd Order No. 007, s. 2023.*" The Qualification Standards (QS) shall be in accordance with the Civil Service Commission's approved qualification requirements for the AO II position.

## 6. MONITORING OF FILLING-UP OF NEWLY CREATED AO II ITEMS

- a. The FY 2025 accomplishment of the ROs/SDOs in terms of filling-up of items will be monitored through the Program Management Information System (PMIS). Hence, the **SDOs shall immediately access and update the system** at **[pmis.deped.gov.ph](https://pmis.deped.gov.ph)** once the SDS signs the appointment paper of the newly hired AO II.
- b. The SDOs are also reminded to update the **Personal Services Itemization and Plantilla of Personnel (PSIPOP) monthly** based on issued appointments in accordance with the National Budget Circular No. 549 dated 21 October 2013.
- c. The SDOs shall also regularly update the **Quick Count Monitoring Tool ([bit.ly/NSPP-QuickCount](https://bit.ly/NSPP-QuickCount))** to account for the actual filling-up status of the newly-created positions.

For easy reference, kindly access this link for all relevant resources, including submission forms and other necessary links: **[bit.ly/DepEd-NSPP-Links](https://bit.ly/DepEd-NSPP-Links)**.

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

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