



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



08 April 2025

REGIONAL MEMORANDUM
No. 262.2025

DISSEMINATION OF 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”

To: Assistant Regional Director
Schools Division Superintendents
All Divisions
All Others Concerned

1. Enclosed is Memorandum **DM-OUHROD-2025-0866**, titled **“DEPLOYMENT GUIDELINES OF NEW SCHOOL-BASED ADMINISTRATIVE OFFICER II (AO II) POSITIONS TO PUBLIC ELEMENTARY AND SECONDARY SCHOOLS FOR FY 2025.”**
2. In accordance with the memorandum, all Schools Division Offices are required to adhere to the deployment guidelines, parameters, and procedures in the hiring and deployment of the new school-based Administrative Officer II (AO II) positions for the fiscal year 2025. These positions will be deployed to public elementary and secondary schools as part of the organizational structure and staffing enhancement in schools.
3. Schools Division Offices must ensure compliance with the guidelines to facilitate a smooth and effective deployment process. It is imperative that the prescribed procedures be followed to ensure proper implementation at the school level.
4. For information, guidance and compliance.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

ASD/PS/msc
DM-OUHROD-2025-0866



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-2025-0616¹ 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.

¹ 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). 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).

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 BHROD-SED through a designated submission form (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** 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)** 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**.

Should there be further questions or concerns, please contact the BHROD-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
Office of the Undersecretary for Strategic Management
Office of the Undersecretary for Finance
Office of the Undersecretary for Field Operations

**ALLOCATION OF SCHOOL-BASED NON- TEACHING POSITIONS (ADMINISTRATIVE OFFICER II)
BY DIVISION AND BY LEVEL OF EDUCATION
FY 2025**

Annex A

Region	Division	Elementary	Junior High School	Senior High School	Grand Total
		341	111	-	452
CAR	Abra	54	16	-	70
CAR	Apayao	30	10	-	40
CAR	Baguio City	6	14	-	20
CAR	Benguet	66	11	-	77
CAR	Ifugao	32	9	-	41
CAR	Kalinga	37	15	-	52
CAR	Mt. Province	72	20	-	92
CAR	Tabuk City	44	16	-	60

Prepared by:


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Certified correct:


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Chief, BHROD-SED
Concurrent OIC, Office of the Director III
BHROD

Noted by:


MARIO M. BERMUDEZ, CESO VI
OIC Director IV
Bureau of Human Resource and
Organizational Development (BHROD)

Approved by:


WILFREDO E. CABRAL
Undersecretary for Human Resource and
Organizational Development (HROD)

Deployment List, School Year 2025-2026
School-based Non-Teaching Items (Administrative Officer II) for Junior High School (JHS)

Annex B

Region/Division/School Name	School ID	Organizational Code (UACS)	Leg Dist.	District/ Municipality	School Data, SY 2024-2025	DepEd Deployment Request (No. of items)
					Total Enrolment	
TOTAL, CAR						1
DIVISION : ABRA						1
Boliney NHS	305078	0914005	Lone District	Boliney	167	
Cayapa NHS	305081	0914008	Lone District	Lagangilang	209	
Dalit National High School	305083	0914010	Lone District	Pilar	382	
Dugong National High School	305085	0914012	Lone District	Bucay	350	
Langiden NHS	305087	0914014	Lone District	Langiden	257	
Lul-luno NHS	305088	0914015	Lone District	Luba	118	
Luzong NHS	305089	0914016	Lone District	Luba	193	
Pulot National High School	305094	0914022	Lone District	Lagayan	367	
Quidaoen NHS	305095	0914023	Lone District	San Juan	176	
Rosalio Eduarte NHS	305096	0914024	Lone District	Dolores	759	
San Quintin NHS	305099	0914027	Lone District	San Quintin	365	
Suyo National High School	305101	0914029	Lone District	Pidigan	873	
Supo NHS	305100	0914028	Lone District	Tabo	136	
Tagodtod National High School	305102	0914030	Lone District	Lagangilang	834	
Tiempo NHS	305103	0914031	Lone District	Tabo	186	
Tineg National High School	305104	0914032	Lone District	Tineg	186	
DIVISION : APAYAO						1
Apayao Science High School	305107	0914036	Lone District	Luna	367	
Luna National High School	305116	0914049	Lone District	Luna	632	
FLORA NATIONAL HIGH SCHOOL	305113	0914045	Lone District	Flora	1,051	
Mayor Ricardo de San Jose, Sr. Comp. HS	305121	0914055	Lone District	Flora	513	
Sta. Marcela NHS	305109	0914062	Lone District	Sta. Marcela	797	
Kabugao Agro-Ind'l. HS	305115	0914047	Lone District	Kabugao	189	
Musimut National High School	319010	0914288	Lone District	Kabugao	85	
Pudtol Vocational High School	305123	0914059	Lone District	Pudtol	916	
Conner National HS	305112	0914044	Lone District	Southern Conner	460	
Calanasan NHS	305110	0914038	Lone District	Calanasan	185	

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Director III

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Approved:


WILFREDO E. CABRAL
Undersecretary, HROD

Deployment List, School Year 2025-2026
School-based Non-Teaching Items (Administrative Officer II) for Junior High School (JHS)

Annex B

Region/Division/School Name	School ID	Organizational Code (UACS)	Leg Dist.	District/ Municipality	School Data, SY 2024-2025 Total Enrolment	DepEd Deployment Request (No. of items)
DIVISION : BAGUIO CITY						1
Bakakeng National High School	305271	0914261	Lone District	BAGUIO CITY	339	
Dominican-Mirador National High School	319302	0914277	Lone District	BAGUIO CITY	245	
Dona Aurora National High School	305270	0914262	Lone District	BAGUIO CITY	614	
Happy Hollow National High School	305273	0914264	Lone District	BAGUIO CITY	173	
Lindawan National High School	305274	0914265	Lone District	BAGUIO CITY	182	
Pinget National High School	305286	0914278	Lone District	BAGUIO CITY	524	
Quezon Hill National High School	305287	0914279	Lone District	BAGUIO CITY	890	
Rizal National High School	305276	0914266	Lone District	BAGUIO CITY	1,135	
San Vicente National High School (Integrated Senior High School)	305278	0914267	Lone District	BAGUIO CITY	666	
Sto. Tomas National High School	305279	0914268	Lone District	BAGUIO CITY	711	
Fort del Pilar National High School	305272	0914263	Lone District	BAGUIO CITY	818	
Pinsao National High School	305285	0914280	Lone District	BAGUIO CITY	440	
Irisan National High School	305280	0914272	Lone District	BAGUIO CITY	1,533	
Gulsad Valley National High School	305282	0914271	Lone District	BAGUIO CITY	1,928	
DIVISION : BENGUET						1
Camp 30 National High School	305130	0914072	Lone District	Atok	463	
Kayapa National High School	318913	0914070	Lone District	Bakun	224	
Kapangan Central National High School	305147	0914098	Lone District	Kapangan	578	
Mocgao Integrated School	502169	0914343	Lone District	Kibungan	123	
Bantle National High School	318907	0914092	Lone District	Itogon II	73	
Tawang-an-Lusod National High School	318903	0914113	Lone District	Kabayan	144	
Sagandoy Integrated School	502620	0	Lone District	Buguias	138	
Camanpaguey Integrated School	502314	0914357	Lone District	Mankayan	70	
Ambangeg National High School	305956	0914336	Lone District	Bokod	504	
Tuba Central National High School	318904	0914114	Lone District	Tuba	687	
Tublay National Trade High School	305164	0914118	Lone District	Tublay	215	
DIVISION : IFUGAO						
Aguinaldo NHS	305166	0914120	Lone District	Aguinaldo	604	
Sta. Maria National High School	305190	0914150	Lone District	Alfonso Lista I	1,822	
Camandag NHS	305175	0914127	Lone District	Asipulo	149	
Banaue National High School	305170	0914123	Lone District	Banaue	199	

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Undersecretary, HR0D

Deployment List, School Year 2025-2026
School-based Non-Teaching Items (Administrative Officer II) for Junior High School (JHS)

Annex B

Region/Division/School Name	School ID	Organizational Code (UACS)	Leg Dist.	District/ Municipality	School Data, SY 2024-2025	DepEd Deployment Request (No. of items)
					Total Enrolment	
Kiangan NHS	305182	0914140	Lone District	Kiangan	232	
Lagawe NHS	319004	0914141	Lone District	Lagawe	72	
Mayoyao NHS	305185	0914144	Lone District	Mayoyao	285	
Tinoc NHS	305192	0914151	Lone District	Tinoc	774	
PANOPDOPAN INTEGRATED SCHOOL	502846	0	Lone District	Lamut	245	
DIVISION : KALINGA						1
Talocot General Comprehensive National High School	319106	0914196	Lone District	Upper Tanudan	71	
Tinglayan National High School	319115	0914167	Lone District	Tinglayan	160	
Batong Buhay National High School	305215	0914182	Lone District	Pasil	187	
Southern Tinglayan National High School	305208	0914188	Lone District	Tinglayan	272	
Limos National High School	305210	0914172	Lone District	Southern Pinukpuk	130	
Tappo Vocational High School	319103	0914184	Lone District	Southern Pinukpuk	199	
Santor National High School	319114	0914187	Lone District	Rizal	308	
Macutay Palao National High School	305218	0914175	Lone District	Rizal	761	
Central Pasil National High School	305214	0914183	Lone District	Pasil	313	
Eastern Balbalan National High School	306053	0914362	Lone District	Balbalan	82	
MALAGNAT NATIONAL HIGH SCHOOL	305542	0914308	Lone District	Northern Pinukpuk	420	
Magtoma Pangol National High School-Main	305211	0914176	Lone District	Lower Tanudan	193	
Biga National High School	319102	0914177	Lone District	Lower Tanudan	145	
Balbalan National High school	319116	0914170	Lone District	Balbalan	222	
Lubuagan National High School	305223	0914174	Lone District	Lubuagan	444	
DIVISION : MT. PROVINCE						2
Kadaclan National High School	305246	0914228	Lone District	Barlig	156	
Lias National High School	305236	0914230	Lone District	Barlig	50	
Banao National High School	305233	0914209	Lone District	Bauko I	183	
Mayag National High School	319205	0914227	Lone District	Bauko I	67	
Agawa National High School	319225	0914285	Lone District	Besao	71	
Banguitan National High School	319215	0914212	Lone District	Besao	54	
Tipunan National High School	305254	0914258	Lone District	Bauko II	255	
Dalican National High School	319218	0914222	Lone District	Bontoc	78	
Guinaang National High School	305243	0914225	Lone District	Bontoc	73	
Banawel National High School	319216	0914210	Lone District	Natonin	101	
Buringal National High School	319209	0914218	Lone District	Paracelis	142	

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Deployment List, School Year 2025-2026
School-based Non-Teaching Items (Administrative Officer II) for Junior High School (JHS)

Annex B

Region/Division/School Name	School ID	Organizational Code (UACS)	Leg Dist.	District/ Municipality	School Data, SY 2024-2025	DepEd Deployment Request (No. of item)
					Total Enrolment	
Butigue National High School	305239	0914219	Lone District	Paracelis	420	
Belwang National High School	319204	0914215	Lone District	Sadanga	51	
Balaoa National High School	319221	0914254	Lone District	Tadian I	58	
Bunga National High School	319224	0914286	Lone District	Tadian I	59	
Saclit National High School	319219	0914246	Lone District	Sadanga	73	
Serapio Gawan National High School	305261	0914242	Lone District	Paracelis	865	
Mt. Data National High School	305252	0914235	Lone District	Bauko II	546	
Tapapan National High School	305245	0914257	Lone District	Bauko I	249	
Sta. Isabel National High School	319207	0914251	Lone District	Natonin	129	
DIVISION : TABUK CITY						
Nambaran Agro-Industrial National High School	305212	0914178	Lone District	Eastern Tabuk District I	285	
Bulo National High School	319101	0914190	Lone District	Eastern Tabuk District II	200	
Balong National High School	319108	0914192	Lone District	Nothern Tabuk District II	276	
Calaccad National High School	305200	0914159	Lone District	Southern Tabuk District II	133	
Cudal National High School	305203	0914163	Lone District	Southern Tabuk District II	307	
Balawag National High School	305198	0914156	Lone District	Southern Tabuk District III	271	
New Tanglag National High School	305222	0914193	Lone District	Western Tabuk District I	245	
Bantay National High School	305926	0914352	Lone District	Western Tabuk District II	118	
Nambucayan National High School	305207	0914179	Lone District	Western Tabuk District II	77	
Ipil Integrated School	502483	0914374	Lone District	Eastern Tabuk District I	248	
MALEDDA INTEGRATED SCHOOL	501890	0914330	Lone District	Eastern Tabuk District I	210	
Amlao Integrated School	502157	0914351	Lone District	Southern Tabuk District III	136	
Dilag Integrated School	500531	0914300	Lone District	Nothern Tabuk District II	592	
Laya Integrated School	502132	0914349	Lone District	Nothern Tabuk District II	359	
Appas Integrated School	502380	0914363	Lone District	Nothern Tabuk District I	408	
Southern Tabuk Integrated School	502178	0914350	Lone District	Southern Tabuk District I	730	

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