



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



07 May 2025

REGIONAL MEMORANDUM
No. 315.2025

DISSEMINATION OF DM-OUHROD-2025-1130 "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: Assistant Regional Director
Schools Division Superintendents
All Divisions
All Others Concerned

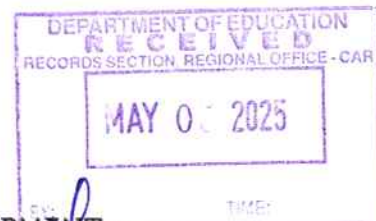
1. Attached is Memorandum **DM-OUHROD-2025-1130**, titled **"APPROVAL OF THE CREATION OF NEW SCHOOL-BASED ADMINISTRATIVE OFFICER II (AOII) POSITIONS TO PUBLIC ELEMENTARY AND SECONDARY SCHOOLS FOR FISCAL YEAR (FY) 2025."**
2. To ensure the timely implementation of the hiring and deployment process, all Schools Division Offices (SDOs) are directed to initiate preparatory activities, particularly the identification of school assignments, in accordance with established deployment parameters.
3. SDOs must strictly adhere to the prescribed hiring procedures, qualification criteria, and point system, ensuring that the Equal Employment Opportunity Principle (EEOP) are upheld throughout the selection and deployment process.
4. For information, guidance and compliance.


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

ASD/PS/msc
DM-OUHROD-2025-1130



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 NOSCAs, 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**.

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**.

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