



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 27 2023

MEMORANDUM

No. 029, s. 2023

**DEPLOYMENT OF ADMINISTRATIVE OFFICER II ITEMS TO PUBLIC ELEMENTARY
AND SECONDARY SCHOOLS FOR FY 2023**

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
All Public Elementary and Secondary School Heads
Administrative Officer V
National and Local DepEd Muntinlupa Employees
All Others Concerned

1. Attached is **DM-BHROD-2021-0171, DEPLOYMENT OF ADMINISTRATIVE OFFICER II ITEMS TO PUBLIC ELEMENTARY AND SECONDARY SCHOOLS FOR FY 2021**. Part of the Department of Education (DepEd) reform agenda is to unload teachers of these ancillary and administrative tasks so they can focus on providing quality basic education services to all learners.

2. Cited is the Job Description of Administrative Officer II as the following:

- a. Human resource and supply management (equivalent to the responsibilities of the parenthetical position of Human Resource Management Officer I and Supply Officer I / Property Custodian)
- b. Financial-related task. (Please see attached amended Job Description of AO II)

3. From 2021, support was given to the newly appointed AO II. For continuous improvement, we will give more trainings and technical assistance for the smooth transition of the documents and responsibilities. The Teacher in-Charge Custodian should assist and guide the AO II.

4. **City-paid Administrative Officer, Assistant and Aides** are under the supervision of the Administrative Officer II, therefore AOs can delegate tasks to them subject to proper coaching, mentoring and final checking of tasks. Daily time record from the biometrics of city-paid employees must be initially signed by the Administrative Officer II.

5. The **Individual Performance and Commitment Review Form (IPCRF)** of the AO II personnel shall follow a performance cycle aligned with the **school calendar**. The School Head is the rater and the SDO Administrative Officer V shall serve as the approving Authority.



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6. To give ample time for the transition and turn over of documents and responsibilities from the teacher-in charge to AOs, AO duties and responsibilities will be fully implemented effective **April 1, 2023**. No teacher will perform the AO II task as indicated in the AO's KRA, except for those schools that don't have Administrative Officer II. In case that the vacant position of the Administrative Officer II in the school is filled out, a three (3) month period of transition and turnover is given to the Teacher in-Charge and AO.

Be it noted, that the Human Resource Unit shall conduct a field monitoring ensuring that no Teacher is handling administrative tasks aligned with the AO2 KRAs. During the random monitoring, if a teacher is found performing administrative officer duties, he or she will be issued an Incident report.

7. For strict compliance of all concerned.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Encl.: As stated
Reference: DM-BHROD-2021-0171
To be indicated in the Perpetual of Index
under the following subjects:

DUTIES	RESPONSIBILITIES	CUSTODIAN
JOB DESCRIPTION		HUMAN RESOURCE

AMF/ DEPLOYMENT OF ADMINISTRATIVE OFFICER II ITEMS TO PUBLIC ELEMENTARY AND SECONDARY SCHOOLS FOR FY 2023/ 029 January 24, 2023

NUM-2023-029



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

#11689

MEMORANDUM
DM-HROD-2021-0171

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM :  WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : DEPLOYMENT OF ADMINISTRATIVE OFFICER II ITEMS
TO PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
FOR FY 2021

DATE : 03 September 2021

RATIONALE

Part of the Department's reform agenda under *Sulong Edukalidad* is to shift from access to quality education through the provision of adequate support personnel in all public schools in order to unload teachers from ancillary tasks so they can focus on providing quality basic education services to all learners.

Hence, to unload teachers of these ancillary and administrative tasks, the Department of Education (DepEd) requested the Department of Budget and Management (DBM) for the creation of five thousand (5,000) Administrative Officer II (AO II) items in FY 2020, which were deployed in selected large and very large schools nationwide. This FY 2021, another **five thousand (5,000) AO II items were created and will be deployed** in selected small and medium elementary, junior secondary, and integrated schools.

DEPLOYMENT OF ADMINISTRATIVE OFFICER II (AO II) ITEMS

In view of the limited newly created AO II items in FY 2021, some items shall be deployed to clusters of schools to increase the number of schools that will be able to avail the administrative services of the AO II. For purposes of AO II deployment, a **cluster school**

shall consist of 2-3 schools within the same district. The Schools Division Offices (SDOs) shall determine which schools shall be clustered. In clustering, *kindly refer to the attached Annex A and B for the list of clustered schools, including the guide on how to cluster these schools, respectively.*

JOB DESCRIPTION

The **Administrative Officer II (AO II)** position shall perform the following functions:

- a) Human resource management and supply management (equivalent to the responsibilities of the parenthetical positions of Human Resource Management Officer I and Supply Officer I / Property Custodian); and
- b) Financial-related tasks

Kindly take note that this communication amends the Job Description of AO II positions deployed to schools last year.

PROCEDURE FOR DEPLOYMENT

1. Consistent with the Department of Budget and Management's (DBM) existing procedures on the creation of non-teaching positions for DepEd, the DBM Regional Offices (ROs) shall issue the corresponding Notice of Organization, Staffing, and Compensation Action (NOSCA) directly to DepEd SDOs based on the attached deployment list.
2. The Schools Division Offices (SDOs) may commence with the posting of vacancies, screening, and selection of the qualified applicants as soon as the NOSCA has been issued by the DBM-RO. All are directed to strictly adhere to **DepEd Order No. 66, s. 2007** entitled "*Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Personnel*" and **DepEd Order No. 29, s. 2002** entitled "*Merit Selection Plan of the Department of Education*." Qualification Standards (QS) shall be in accordance with the Civil Service Commission's (CSC) prescribed qualification requirements for the position.
3. A report on the status of filling up of the AO II items shall be submitted by the SDO to the respective Regional Offices (ROs) at the end of each quarter for monitoring purposes. The ROs shall consolidate the status reports and submit to the Bureau of Human Resource and Organizational Development – Personnel Division (BHROD-PD) through email at bhrod.pd@deped.gov.ph and copy furnish BHROD – School Effectiveness Division (BHROD-SED) at bhrod.sed@deped.gov.ph.

SDO SUPPORT TO SCHOOLS

To ensure smooth implementation of these newly created items at the school level, the SDOs shall provide the following support to the schools:

- a. Conduct induction and onboarding sessions in the areas of Human Resource (HR), Supply Management, and Finance for the new personnel that shall be hired;

- b. Ensure smooth transition and turnover of documents and responsibilities, under the supervision of school heads or designated teachers;
- c. Provide technical assistance, through the HR, Supply, and Finance Officers, in the delivery and performance of duties and responsibilities;
- d. Provide technical assistance on the preparation and submission of financial documents (i.e., cash disbursements, liquidation reports, among others); and
- e. Inform AO II personnel who were hired and deployed in FY 2020 on the changes in the Job Descriptions of the AO II. *Refer to Annex C for the Job Description.*

LIST OF ANNEXES

The following documents are attached in this Memorandum for easy reference:

- a) Annex A: Summary Deployment List of AO II by Region, Division, and Schools for FY 2021;
- b) Annex B: Guide on Clustering of Schools; and
- c) Annex C: Job Description of AO II for Schools

For further concerns and clarifications, please contact Mr. Jeric Francis C. Llanto through BHROD – SED's official email address at bhrod.sed@deped.gov.ph or landline at (02) 8633 5397.

For information and guidance of all concerned.

Deployment List of Administrative Officer II per Region

Region	Administrative Officer II
CAR	80
CARAGA	175
NCR	33
Region I	319
Region II	223
Region III	599
Region IVA	490
Region IVB	275
Region V	396
Region VI	458
Region VII	374
Region VIII	260
Region IX	178
Region X	337
Region XI	295
Region XII	348
TOTAL	4840

Deployment List of Administrative Officer II per Region and Division

Region/Division	Administrative Officer II
CAR	80
Abra	11
Apayao	5
Baguio City	18
Benguet	15
Ifugao	7
Kalinga	2
Mt. Province	14
Tabuk City	8
CARAGA	175
Agusan del Norte	30
Agusan del Sur	49
Bayugan City	3
Bislig City	10
Butuan City	16
Cabadbaran City	6
Dinagat Island	2
Siargao	3
Surigao City	4
Surigao del Norte	16
Surigao del Sur	32
Tandag City	4
NCR	33
Caloocan City	2
City of San Juan	2
Las Pinas City	1
Malabon City	4
Mandaluyong City	3

GUIDE IN THE CLUSTERING OF SCHOOLS

School is an educational institution, private and public, undertaking educational operation with a specific age-group of pupils or students pursuing defined studies at defined levels, receiving instruction from teachers, usually located in a building or a group of buildings in a particular physical or cyber site.¹

The Department of Education (DepEd) recognizes the need for additional non-teaching personnel at the school level to address ancillary workload distribution in schools and to unload teachers from performing tasks outside the teaching and learning process. This is for our teachers to focus on their primary mandate and the core business of the department which is teaching.

Due to the limited number of non-teaching positions at the school level and the approval of the Administrative Officer II (AO II) items, some of which will be deployed through clustering of schools within the Schools Division Office and/or Municipality to provide the necessary support for these schools. A cluster of schools is a group of schools that are geographically close and accessible to each other. This is an interim strategy to help more schools as we work on other school plantilla positions to unload such ancillary and non-teaching tasks of school teachers.

Parameters for clustering of schools:

1. Proximity of the schools to be clustered should be a prime consideration.
 - In identifying the schools to be clustered, the schools that are geographically adjacent and located within the same school district shall be the priority in clustering.
 - Annex A shall be used as a reference for the deployment of AO II positions.
2. Cluster schools with big and small enrolment (e.g., One Medium and one Small school, One Medium and two Small schools).
 - For purposes of clustering of schools, this school typology shall be used:

Typologies	School Size (Enrolment)	
	Elementary School	Junior High School
Small	Less than or equal to 300	Less than or equal to 600
Medium	301 – 550	601 – 1200

¹ Republic Act 9155, Governance of Basic Education Act of 2001

Reporting and Performance Assessment

1. In relation to performance management, all deployed AO II personnel shall be covered by DepEd Order (DO) No. 2, s. 2015 otherwise known as the "Guidelines on the Establishment and Implementation of the Results-based Performance Management System in the Department of Education" or the most recent guidelines on performance management.
2. The SDO shall identify the school where the AO II will have longer reporting hours. The School Head of the identified school shall serve as the Rater and the Administrative Officer V of the respective SDO shall serve as the Approving Authority.
3. The Individual Performance and Commitment Review Form (IPCRF) of the AO II personnel shall follow a performance cycle aligned with the school calendar.
4. The SDO shall devise a mechanism/strategy for the reporting schedule of the AO II personnel to his/her assigned cluster of schools.

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Administrative Officer II	Salary Grade	11
Parentetical Title	Administrative Officer I	Governance Level	School
Unit	Elementary School or Junior High School	Division	
Reports to	School head	Effectivity Date	
Positions Supervised	Administrative Assistants/Aides in the School	Page/s	
JOB SUMMARY			
This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		
B. Preferred Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Personnel Administration	Recruitment and Selection Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions: - recruitment and selection of applicants in the school assigned - promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment - Prepare ERF of qualified teachers and submit to SDO for processing Personnel Records - Update regularly 201 files and maintain database of personal information of school personnel - Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated - Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) - Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto - Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS - Update vacation service/leave credits of school personnel and regularly communicate to all concerned - Maintain the confidentiality of personal information of school personnel to which he/she has legal access. - Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel. Compensation and Benefits - Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc) - Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification - Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO Other HR-related functions - Update school personnel of the latest HR-related policies - Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school - Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	d. Prepare and submit HR-related reports to school head/HRMO e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.
Property Custodianship	a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head. b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials. d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. e. Prepare and submit reports on all property accountability of the school.
General Administrative Support	a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers. b. Assist the school planning team in the preparation of SIP/AIP. c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. d. Perform other functions as may be assigned by the School Head.
Financial Management	a) Assist the School Head on the preparation of the following documents such as but not limited to: • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies. c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary. d) Provide assistance to other financial-related task of the School Head. e) Perform other functions as may be assigned by the School Head.

Note: Items 5.2 and 5.3 of the **Department of Budget and Management (DBM) Budget Circular No. 2004-3 Conversion of Positions Performing Staff/Non-Technical Functions** (copy attached, for ready reference), essentially provides that positions allocated to the new position titles **may be assigned any combination of the duties** and responsibilities of the previous position titles (including the AO II) such as AO I, Human Resource Management Officer I (HRMO I), Information Officer I (IO I), Public Relations Officer I (PRO I), Budget Officer I (BO I), and others. Please note that the scope of supervision and jurisdiction of an AO II at the school level is **determined by the duties and functions assigned by the Principal/School Head (for Elementary/ Junior High School) or Assistant Principal for Operations and Learner Support (for Senior High School).**