



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JUN 07 2024

**MEMORANDUM**

**ONLINE ORIENTATION ON THE DEPLOYMENT GUIDELINES FOR THE NEWLY  
CREATED TEACHING ITEMS FROM KINDERGARTEN TO GRADE 12 AND  
ALTERNATIVE LEARNING SYSTEM (ALS) AND SCHOOL-BASED  
ADMINISTRATIVE OFFICER II (AO II) ITEMS  
FOR SCHOOL YEAR (SY) 2024-2025**

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

1. Attached is DepEd Memorandum OUHROD-2024-1107 dated June 7, 2024, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. For confirmation of attendance, participants are directed to accomplish the online form through this link: <http://bit.ly/NSPP2024OrientationConfirmation> on or before 14 June 2024.
3. Immediate and wide dissemination of this Memorandum is desired.

**VIOLETA M. GONZALES**  
Asst. Schools Division Superintendent  
Officer -in- Charge  
Office of the Schools Division Superintendent

Encl: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects

ONLINE                      ORIENTATION                      GUIDELINES

MRAO/DM- ONLINE ORIENTATION ON THE DEPLOYMENT GUIDELINES FOR THE NEWLY CREATED TEACHING ITEMS FROM KINDERGARTEN TO GRADE 12 AND ALTERNATIVE LEARNING SYSTEM (ALS) AND SCHOOL-BASED ADMINISTRATIVE OFFICER II (AO II) ITEMS FOR SCHOOL YEAR (SY) 2024-2025

191 / JUNE 7, 2024

UN-2024-191



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940



[sdo\\_muntinlupa@gmail.com](mailto:sdo_muntinlupa@gmail.com)

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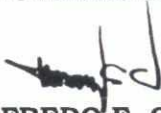
# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM DM-OUHROD-2024-1107

TO : **ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS**

ATTENTION : **CHIEFS, ADMINISTRATIVE DIVISION  
CHIEFS, SCHOOL GOVERNANCE AND OPERATIONS  
DIVISION (SGOD)  
ADMINISTRATIVE OFFICERS/HRMOs  
PLANNING OFFICERS  
ALL OTHERS CONCERNED**

FROM :   
**WILFREDO E. CABRAL**  
*Regional Director  
Officer-in-charge, Undersecretary for Human Resource and  
Organizational Development*

SUBJECT : **ONLINE ORIENTATION ON THE DEPLOYMENT GUIDELINES  
FOR THE NEWLY-CREATED TEACHING ITEMS FROM  
KINDERGARTEN TO GRADE 12 AND ALTERNATIVE LEARNING  
SYSTEM (ALS) AND SCHOOL-BASED ADMINISTRATIVE  
OFFICER II (AO II) ITEMS FOR SCHOOL YEAR (SY) 2024-2025**

DATE : 07 June 2024

This has reference to the Department of Budget and Management's (DBM) approval of the creation of **TWENTY-TWO THOUSAND THREE HUNDRED TWENTY-THREE (22,323) new teaching items** for Kindergarten to Grade 12 and Alternative Learning System (ALS) for SY 2024-2025 dated 31 May 2024 and **FIVE THOUSAND (5,000) school-based Administrative Officer II (AO II) items** for SY 2024-2025 dated 27 May 2024.

The information on the approval of these items was disseminated to all Regional Offices (ROs) and Schools Division Offices (SDOs) through **DM-OUHROD-2024-1095** or the *Approval of the Creation of New Teaching Items from Kindergarten to Grade 12 and Alternative learning System (ALS) for School Year (SY) 2024-2025* dated 06 June 2024 for teaching items and **DM-OUHROD-2024-1052** or the *Approval of the Creation of New School-Based Administrative Officer II (AO II) Positions to Public Elementary and Secondary Schools for FY 2024* dated 03 June 2024 for the school-based AO II items.



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Certificate No. PEP-081  
22-81-0443

Further, the advance information on the allocation of these items was disseminated to all ROs and SDOs through **DM-OUHROD-2024-0952** or the *Advance Information on the Creation and Deployment of New Teaching Items and School-Based Administrative Officer II Items for School Year (SY) 2024-2025* dated 16 May 2024.

In view of this, an online orientation shall be conducted by the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) on **June 19-21, 2024** for selected participants from the ROs and SDOs **to expedite the filling-up of these newly-created school-based items**. This orientation aims to discuss the full details of the allocation and deployment of these new teaching and non-teaching items such as the allocation of items, deployment criteria, and other procedural guidelines as provided in DM-OUHROD-2024-0952.

This online orientation shall be conducted in three (3) batches via **MS Teams** with respective dates and target participants as follows:

Batch	Date	Target Participants		Meeting Link
		Morning Session (8am to 12 nn)	Afternoon Session (1pm to 5pm)	
Luzon Cluster	June 19, 2024	<b>Per RO:</b> Administrative Officer and/or HRMO; and Regional Planning Officer	<b>Per RO:</b> Administrative Officer and/or HRMO	<a href="https://bit.ly/NSPP2024OrientationBatch1">bit.ly/NSPP2024OrientationBatch1</a>
Visayas Cluster	June 20, 2024	<b>Per SDO:</b> Administrative Officer and/or HRMO; and Division Planning Officer	<b>Per SDO:</b> Administrative Officer and/or HRMO	<a href="https://bit.ly/NSPP2024OrientationBatch2">bit.ly/NSPP2024OrientationBatch2</a>
Mindanao Cluster	June 21, 2024	<b>Per SDO:</b> Administrative Officer and/or HRMO; and Division Planning Officer	<b>Per SDO:</b> Administrative Officer and/or HRMO	<a href="https://bit.ly/NSPP2024OrientationBatch3">bit.ly/NSPP2024OrientationBatch3</a>

Kindly refer to **Annex A** for the Indicative Program of Activities. For confirmation of attendance, please accomplish the online form through this link: [\*\*bit.ly/NSPP2024OrientationConfirmation\*\*](https://bit.ly/NSPP2024OrientationConfirmation) on or before **14 June 2024**.

Expenses incurred for this activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

For further clarifications and other concerns, you may communicate with **Ms. Noverose B. Dadole** or **Ms. Ina Marie Claire E. Mallari** of BHROD-SED through

this landline no. **(02) 8633 – 5397** or email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) copy furnish [support.nspp@deped.gov.ph](mailto:support.nspp@deped.gov.ph).

For your information and appropriate action.



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## Indicative Program of Activities

START	END	ACTIVITY	RESOURCE SPEAKER/FACILITATOR
8:00AM	8:30AM	Registration	Participants
8:30AM	8:45AM	Preliminaries <ul style="list-style-type: none"> <li>National Anthem</li> <li>Prayer</li> <li>House Norms</li> <li>Recognition of Participants</li> </ul>	BHROD-SED
		Welcome Remarks	<b>Wilfredo E. Cabral</b> <i>Regional Director Officer-in-charge, Undersecretary for Human Resource and Organizational Development</i>
		Message	<b>Atty. Resty C. Osias</b> <i>Director IV, Bureau of Human Resource and Organizational Development (BHROD)</i>
<b>Teaching Items</b>			
8:45AM	9:00AM	Orientation Objectives and Overview	BHROD-SED
9:00AM	9:45AM	Orientation Proper <i>(Allocation, Deployment procedures)</i>	BHROD-SED
9:45AM	10:00AM	<b>HEALTH BREAK</b>	
10:00AM	10:30AM	[Continuation] Orientation Proper <i>(Deployment procedures, Special Hiring Arrangements, Hiring, NOSCA, PMIS, and GMIS)</i>	BHROD-SED
10:30AM	11:45AM	Open Forum	ALL
11:45AM	1:00PM	<b>LUNCH BREAK</b>	
<b>School-based Non-Teaching Items</b>			
1:00PM	1:30PM	Registration	Participants
1:30PM	1:45 PM	Orientation Objectives and Overview	BHROD-SED
1:45PM	2:30PM	Orientation Proper <i>(Allocation, Deployment procedures, KRAs, Support to School, Monitoring)</i>	
2:30 PM	2:40PM	<b>HEALTH BREAK</b>	
2:40 PM	3:10 PM	Process on the request of items	BHROD-SED
3:10PM	3:30PM	Orientation Proper <i>(Use and Access of PMIS for the NSPP Module)</i>	PS-PPD
3:30PM	4:30PM	Open Forum	ALL
4:30PM	5:00PM	Closing Activity	<b>Mr. Dexter N. Pante</b> <i>Chief, BHROD-SED</i>