



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

December 9, 2022


DIVISION MEMORANDUM

No. 526, s. 2022

**RETURN TO SCHOOL ORDER FOR ADAS III AND II
CREATED IN FYS 2017 AND 2019**

To: OIC, Office of the Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. Attached is **Regional Memorandum No. 943, s. 2022** titled **“Return to School Order for ADAS III and II Created in FYs 2017 and 2019”**.
2. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects:

EMPLOYEES

INVENTORY



Address: Banica, Roxas City
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>

osds/admin



Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS

REGIONAL MEMORANDUM

No. 943 s. 2022

DEC 07 2022

**RETURN TO SCHOOL ORDER FOR ADAS III AND II CREATED IN
FYs 2017 and 2019**

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2022-0478 dated November 25, 2022, signed by Undersecretaries **Gloria Jumamil-Mercado** and **Atty. Revsee A. Escobedo** relative to the **Return to School Order for ADAS III and II Created in FYs 2017 and 2019**.
2. Submission of report using attached template (Annex B) of the memorandum shall be uploaded at the link <https://bit.ly/Deployment-ADAS-Items> on or before December 13, 2022, for consolidation of this Office.
3. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Incl.: As stated
Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES INVENTORY



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Memorandum	DepED RO6-ADM-PS-RM-	December 6, 2022	NEW



Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY


HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND
TEACHER EDUCATION COUNCIL SECRETARIAT

MEMORANDUM

DM-OUHROD-2022-0478

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION HRMOs
ALL OTHERS CONCERNED

FROM : 
GLORIA JUMAMIL-MERCADO
*Undersecretary for Human Resource and Organizational Development,
National Educators Academy of the Philippines, and
Teacher Education Council Secretariat*


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Governance and Regional Operations

SUBJECT : **RETURN TO SCHOOL ORDER FOR ADAS III and II CREATED IN
FYs 2017 and 2019**

DATE : 25 November 2022

In FY 2017 and FY 2019, a total of **76 Administrative Assistant III** (Senior Bookkeeper) and **4,866 Administrative Assistant II** (Disbursing Officer II) items were created and deployed to support schools in performing financial-related tasks such as bookkeeping and disbursing of funds. This initiative was done to unload teachers from ancillary and/or non-teaching tasks and enable them to focus on quality instruction in pursuit of the Department's reform agenda under ***Sulong Edukalidad*** to pivot its focus on quality education.

To address the primary challenge on human resources in schools, particularly the non-teaching personnel, all Regional Offices and Schools Division Offices are instructed to ensure that the above-mentioned school items are deployed in nearby elementary schools without the following non-teaching positions (Administrative Officer II, ADAS III, and ADAS II). Please refer to **Annex A** for the allocation of these items per region and division.

Kindly provide this Office a report regarding this communication **on or before 15 December 2022** using the attached template (**Annex B**).

For questions or clarifications, please contact BHROD-SED through landline number at **(02) 8633 - 5397** or email at **bhrod.sed@deped.gov.ph**.

For your compliance.

Region	Division	FY 2017-2018			FY 2018-2019
		No. of ADAS III*	No. of ADAS II		No. of ADAS II
			IUs	Non-IUs	
CAR	Abra		5		5
CAR	Apayao		3		3
CAR	Baguio City	4	3	4	3
CAR	Benguet		11		11
CAR	Ifugao		6		12
CAR	Kalinga		4		
CAR	Mt. Province	1	9	1	9
CAR	Tabuk City		3		3
CARAGA	Agusan del Norte		7		7
CARAGA	Agusan del Sur		26		26
CARAGA	Bayugan City		5		5
CARAGA	Bislig City	1	3	1	3
CARAGA	Butuan City		12		12
CARAGA	Cabadbaran City		1		1
CARAGA	Dinagat Island		9		9
CARAGA	Siargao		7		7
CARAGA	Surigao City	2	4	2	4
CARAGA	Surigao del Norte		17		17
CARAGA	Surigao del Sur	1	28	1	28
CARAGA	Tandag City		3		3
NCR	Caloocan City		15		15
NCR	City of San Juan		1		1
NCR	Las Piñas City		5		5
NCR	Makati City		9		9
NCR	Malabon City		6		6
NCR	Mandaluyong City		7		6
NCR	Manila		32		7
NCR	Marikina City		4		32
NCR	Muntinlupa City		3		4
NCR	Navotas		6		3
NCR	Paranaque City		3		3
NCR	Pasay City	1	16	1	6
NCR	Pasig City				10
NCR	Quezon City		46		46
NCR	Taguig		9		9
NCR	Valenzuela City		11		11
Region I	Alaminos City		4		4
Region I	Batac City		2		2
Region I	Candon City		1		1
Region I	Dagupan City	1	2	1	2
Region I	Ilocos Norte		26		5
Region I	Ilocos Sur		13		8
Region I	La Union		15		15
Region I	Laoag City		4		4

Region I	Pangasinan I, Lingayen	1	38	1	38
Region I	Pangasinan II, Binalonan	2	30	2	30
Region I	San Carlos City		5		5
Region I	San Fernando City		1		1
Region I	Urdaneta City	1	3	1	3
Region I	Vigan City		1		1
Region II	Batanes		3		3
Region II	Cagayan		21		21
Region II	Cauayan City		2		2
Region II	City of Ilagan		4		
Region II	Isabela	2	43	2	
Region II	Nueva Vizcaya		16		16
Region II	Quirino		7		7
Region II	Santiago City		4		4
Region II	Tuguegarao City		3		3
Region III	Angeles City		6		6
Region III	Aurora		10		10
Region III	Balanga City	1	1	1	1
Region III	Bataan		18		18
Region III	Bulacan	1	57	1	57
Region III	Cabanatuan City	1	6	1	6
Region III	City of San Jose Del Monte		6		6
Region III	Gapan City		5		5
Region III	Mabalacat City		6		6
Region III	Malolos City	1	2	1	2
Region III	Meycauayan City		1		1
Region III	Munoz Science City		2		2
Region III	Nueva Ecija		50		50
Region III	Olongapo City		6		6
Region III	Pampanga	1	57	1	57
Region III	San Fernando City		2		2
Region III	San Jose City		1		1
Region III	Tarlac		26		26
Region III	Tarlac City		5		5
Region III	Zambales		25		25
Region IV-A	Antipolo City		10		10
Region IV-A	Bacoor City		2		2
Region IV-A	Batangas		50		50
Region IV-A	Batangas City		7		7
Region IV-A	Binan City		5		5
Region IV-A	Cabuyao City				
Region IV-A	Calamba City		11		11
Region IV-A	Cavite		41		41
Region IV-A	Cavite City		2		2
Region IV-A	Dasmarinas City		8		8
Region IV-A	General Trias City		2		

Region IV-A	Imus City				13
Region IV-A	Laguna		36		35
Region IV-A	Lipa City		12		12
Region IV-A	Lucena City		4		4
Region IV-A	Quezon		56		56
Region IV-A	Rizal		45		45
Region IV-A	San Pablo City	1	6	1	6
Region IV-A	Sta. Rosa City		6		6
Region IV-A	Tanauan City		7		7
Region IV-A	Tayabas City		1		1
Region IV-B	Calapan City	2	3	2	3
Region IV-B	Marinduque		6		6
Region IV-B	Occidental Mindoro	1	16	1	16
Region IV-B	Oriental Mindoro		31		31
Region IV-B	Palawan		26		4
Region IV-B	Puerto Princesa City		4		26
Region IV-B	Romblon		20		20
Region IX	Dapitan City	1	2	1	2
Region IX	Dipolog City	2	5	2	5
Region IX	Isabela City	2	2	2	6
Region IX	Pagadian City	1	7	1	7
Region IX	Zamboanga City	3	13	3	13
Region IX	Zamboanga del Norte	10	12	10	12
Region IX	Zamboanga del Sur	13	12	13	12
Region IX	Zamboanga Sibugay	1	16	1	16
Region V	Albay		37		37
Region V	Camarines Norte	1	22	1	22
Region V	Camarines Sur	2	62	2	62
Region V	Catanduanes	2	12	2	12
Region V	Iriga City		5		12
Region V	Legaspi City		6		6
Region V	Ligao City		4		4
Region V	Masbate	2	20	2	20
Region V	Masbate City	1	2	1	2
Region V	Naga City		6		6
Region V	Sorsogon	1	26	1	26
Region V	Sorsogon City	1	5	1	5
Region V	Tabaco City	1	5	1	5
Region VI	Akian		46		46
Region VI	Antique		46		46
Region VI	Bacolod City		15		15
Region VI	Bago City		7		7
Region VI	Cadiz City		8		8
Region VI	Capiz		42		42
Region VI	Escalante City		6		6
Region VI	Guimaras		13		13

Region VI	Himamaylan City				
Region VI	Iloilo		120		
Region VI	Iloilo City	1	8	1	3
Region VI	Kabankalan City		10		8
Region VI	La Carlota City		3		3
Region VI	Negros Occidental		64		64
Region VI	Passi City		2		3
Region VI	Roxas City		8		8
Region VI	Sagay City		5		5
Region VI	San Carlos City		4		4
Region VI	Silay City		2		2
Region VI	Sipalay City				
Region VII	Bais City		1		1
Region VII	Bayawan City		3		3
Region VII	Bogo City		1		1
Region VII	Bohol		54		54
Region VII	Carcar City		3		3
Region VII	Cebu	1	50	1	50
Region VII	Cebu City		15		15
Region VII	City of Naga, Cebu		2		2
Region VII	Danao City		3		3
Region VII	Dumaguete City		4		4
Region VII	Guihulngan City		3		3
Region VII	Lapu-Lapu City		8		8
Region VII	Mandaue City		8		8
Region VII	Negros Oriental	1	18	1	18
Region VII	Siquijor		5		5
Region VII	Tagbilaran City		4		4
Region VII	Talisay City		6		2
Region VII	Tanjay City		4		4
Region VII	Toledo City	1	4	1	4
Region VIII	Baybay City		1		1
Region VIII	Biliran		6		6
Region VIII	Borongan City		2		2
Region VIII	Calbayog City		1		1
Region VIII	Catbalogan City	1	1	1	1
Region VIII	Eastern Samar		12		12
Region VIII	Leyte		8		8
Region VIII	Maasin City		1		1
Region VIII	Northern Samar		19		19
Region VIII	Ormoc City		2		2
Region VIII	Samar (Western Samar)		9		9
Region VIII	Southern Leyte		3		3
Region VIII	Tacloban City		8		8
Region X	Bukidnon		2		2
Region X	Cagayan de Oro City				

Region X	Camiguin		1		1
Region X	El Salvador				
Region X	Gingoog City				
Region X	Iligan City		12		6
Region X	Lanao del Norte		5		5
Region X	Malaybalay City		1		1
Region X	Misamis Occidental		3		3
Region X	Misamis Oriental		9		9
Region X	Oroquieta City		1		1
Region X	Ozamis City		3		3
Region X	Tangub City		1		1
Region X	Valencia City		1		1
Region XI	Davao City	1	36	1	36
Region XI	Davao De Oro		17		17
Region XI	Davao del Norte		11		11
Region XI	Davao del Sur		12		12
Region XI	Davao Occidental		7		4
Region XI	Davao Oriental		4		7
Region XI	Digos City		1		1
Region XI	Island Garden City of Samal		3		5
Region XI	Mati City		10		10
Region XI	Panabo City		5		5
Region XI	Tagum City		7		7
Region XII	General Santos City		8		8
Region XII	Kidapawan City		3		13
Region XII	Koronadal City		3		3
Region XII	North Cotabato		20		20
Region XII	Sarangani		13		13
Region XII	South Cotabato		7		7
Region XII	Sultan Kudarat		13		13
Region XII	Tacurong City		2		2
Total			76	2476	76
					2302

*Deployed at Non-IUs

**12 ADAS II Items under Cotabato City, BARMM

