



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

February 20, 2023

DIVISION MEMORANDUM
No. 075 s. 2023

**CLUSTERING OF ELEMENTARY SCHOOLS FOR THE DEPLOYMENT OF
ADMINISTRATIVE OFFICERS II**

TO : Public Schools District Supervisor
Heads of Public Elementary and Integrated Schools
Administrative Officers II (Elementary and District)
All Others Concerned

1. This is to announce to the field the clustering of elementary schools for the deployment of Administrative Officers II effective **March 1, 2023**.
2. Enclosed is the matrix of school clustering with the assigned Administrative Officer and their main station.
3. This clustering shall be the basis for all elementary Administrative Officers on dispensing their duties and functions as stated in DM-HROD-2021-0171 titled, "Deployment of Administrative Officer II items to Public Elementary and Secondary Schools for FY 2021".
4. The assigned Administrative Officer II per cluster shall have his/her permanent station at the main school reflected in the attached matrix. Therefore, their Daily Time Record (DTR), Leave Forms, Individual Performance and Commitment Review Form (IPCRF) and other administrative-related activities shall be the accountability of the School Head of the main school of the cluster. It is also understood that the school heads of the clustered schools shall coordinate with the main school head in connection with the dispensing of the performance of duties and functions of the AO II assigned to them.
5. Travelling expenses incurred by school AO II shall be charged to the MOOE of the main school and division MOOE for district AO II, respectively, subject to existing accounting rules and regulations. Further, school heads of main schools should provide necessary equipment, furniture, and other office supplies to their assigned AO II.
6. Immediate dissemination of and compliance with this Memorandum are desired.


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

Encl.: As stated
Reference:
DM-HROD-2021-0171 dated September 3, 2021

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

ADMINISTRATIVE OFFICER II

DEPLOYMENT

DDE/ DM_AO_Clustering
002/ February 7, 2023



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>

Enclosure No. 1: Matrix of Schools Clustering

Administrative Officer II	Main School	Clustered Schools
Abegail G. Fuentes	Dumarao District Office	1 Dumarao ES 2 Aglalana IS 3 Tinaytayan ES 4 Ongol Ilaya PS 5 Eduardo Abalo Sr. ES 6 Jambad PS 7 Codingle ES
Mary Grace V. Aranton	Agmalate ES	1 Agmalate ES 2 Agbatuan ES 3 Mahunodhunod ES (Cuartero) 4 Carataya ES (Cuartero) 5 San Antonio ES (Cuartero) 6 Putian ES (Cuartero) 7 Agnaga ES (Cuartero)
Harold P. Torgane	Aglanot IS	1 Aglanot IS 2 Dacuton ES 3 Tina ES 4 Sibariwan ES 5 Badbaranan ES 6 Guiscan PS 7 Guinotos ES 8 R. Advincula Sr. MS
Lishiane Trisia M. Duya	Astorga ES	1 Astorga ES 2 Cubi PS 3 Janguslob ES 4 Nagsulang ES 5 Lawaan ES 6 Cabangahan ES 7 Gibato ES 8 Alipaciawan ES
Jaycon M. Pilar	Bungsuan ES	1 Bungsuan ES 2 Malonoy ES 3 Calapawan ES 4 Taslan ES 5 Salcedo ES 6 Agsirab ES 7 Heracleo Berjamin ES 8 San Juan ES
Victor B. Enezario Jr.	Cuartero District Office	1 Cuartero ES 2 Lunayan ES 3 Nagba ES 4 Bun-od PS 5 Mahabang Sapa PS 6 Malagab-i PS 7 Angub ES 8 Agdahon ES
Michael V. Olipendo	Vicente Fabuna ES	1 Vicente Fabuna ES 2 Agcabugao ES 3 Bito-on ES 4 Agnaga ES 5 Balingasag PS 6 Maindang ES 7 Mainit ES 8 Sinabsaban ES
May Evan O. Dela Cruz	Dao District Office	1 Dao ES 2 Agtambi PS 3 Antonio Abad ES 4 Bita PS 5 Manhoy ES 6 Andres E. Quintia Sr. ES 7 Quinayuya ES 8 Mapulang Bato PS
Anna Liza D. Fano	Nicanor Escutin ES	1 Nicanor Escutin ES 2 Agtanguay ES 3 Centro PS

		<ul style="list-style-type: none"> 4 Daplas PS 5 Ilas Norte ES 6 Lacaron ES 7 Ilas Sur ES 8 Alfonso Espiritu MS
Krestli Zyra G. Albaña	Sigma District Office	<ul style="list-style-type: none"> 1 Sigma ES 2 Acbo ES 3 Amaga ES 4 Balogo PS 5 Maestro J. Reyes MS 6 Mangoso ES 7 Dayhagon PS 8 Sinandigan PS
Rainstone A. Villariez	Eleodoro Ponsaran IS	<ul style="list-style-type: none"> 1 Eleodoro Ponsaran IS 2 Tabuc ES (Dao) 3 Malonoy ES (Dao) 4 Matagnop ES (Dao) 5 Simeon Bediones PS 6 Cogon ES 7 Juan Aldea MS 8 Calixto Loyola IS
Ralph Martin V. Quintana	Ivisan District Office	<ul style="list-style-type: none"> 1 Ivisan ES 2 Purificacion A. Alagban ES 3 Cudian ES 4 Panfilo Mendoza MS 5 Victor Umiten MS 6 Mahayag ES 7 Malocloc ES
Argeline Joy Amores	Juan S. Jarencio MS	<ul style="list-style-type: none"> 1 Juan S. Jarencio MS 2 Fructosa De Romero ES (Sigma) 3 Loreto Balgos MS (Sigma) 4 Matinabus ES (Sigma) 5 Pascual Gregore ES (Sigma) 6 Tawog PS (Sigma) 7 Pagbunitan PS (Sigma)
Rizza A. Flores	Catalino Andrada ES	<ul style="list-style-type: none"> 1 Catalino Andrada ES 2 Almon PS 3 Balaring ES 4 Tigis PS 5 Basiao ES 6 Cabugao ES (Ivisan) 7 Agustin P. Navarra MS
Mialyn L. Estocada	Mambusao East District Office	<ul style="list-style-type: none"> 1 Ilawod ES 2 Eusebio Villareal MS 3 Bungsi ES 4 Bergante ES 5 Atiplo ES 6 Gavino M. Navarra ES 7 Malogo ES 8 Pangpang Norte ES 9 Tugas ES
Rosa B. Delos Santos	Bula IS	<ul style="list-style-type: none"> 1 Bula IS 2 Balat-An ES 3 Minoro ES 4 Najus-an ES 5 Pinay ES 6 Balit ES 7 Baye ES 8 Batiano ES 9 Cala-agus ES
Juliesa L. Ricardo	Mambusao West District Office	<ul style="list-style-type: none"> 1 Mambusao ES 2 Juan Andaya ES 3 Pangpang Sur PS 4 Ramon A. Villareal MS 5 Manibad ES 6 Sinondojan PS 7 Angelo Llorente ES
Mary Jed L. Ado	Agkawayan IS	<ul style="list-style-type: none"> 1 Agkawayan IS 2 Burias ES

		3 Tongatong ES 4 Tumalalud ES 5 Diosdado Bayot ES 6 Liboo PS 7 Caidquid ES
Janna L. De Juan	Jamindan District Office	1 Jamindan ES
		2 Milan ES 3 Guintas ES 4 Aglibacao ES 5 Pasol-o PS 6 Francisco C. Vacaro MS 7 Masnang PS
Dhara Kim L. Montorio	Jagnaya ES	1 Jagnaya ES 2 Agcagay ES 3 Damiana M. Ongkiko ES 4 San Jose ES 5 Caridad PS 6 Sto. Rosario PS 7 Fe PS 8 Lapaz PS
Irene L. Balucan	Camp Jamindan ES	1 Camp Jamindan ES 2 Jaena Norte ES 3 Jaena Sur ES 4 Agloloway ES 5 Ubog ES 6 Maantol ES 7 San Vicente ES
Friah Mae D. Carpo	Lucero ES	1 Lucero ES 2 Manuel Ganzon Advincula IS 3 Linambasan ES 4 Agbun-od ES 5 Agtupgop ES 6 Igang PS 7 North Lucero PS 8 Pangabat ES
Knarelle F. Desales	Dumalag District Office	1 Dumalag CS
		2 San Jose ES 3 Concepcion H. Castro ES 4 Sta. Monica ES 5 Sta. Cruz ES 6 Sto. Niño ES 7 Dolores ES
Nasser Albaña	Duran ES	1 Duran ES 2 Arsenio R. Frial ES 3 San Miguel ES 4 San Martin ES 5 San Agustin ES 6 Bag-ong Barrio ES (Tapaz East) 7 Lagdungan ES (Tapaz East)
Vanissa Ann H. Falayas	Dr. Laureano R. Frial IS	1 Dr. Laureano R. Frial IS 2 Concepcion ES 3 Sto. Rosario ES 4 Consolacion ES 5 Sta. Rita ES 6 Sta. Teresa ES 7 Buntog ES 8 Agbay-ang ES
Kristie M. Gargoles	Tapaz West District	1 Tapaz ES
		2 Candelaria ES 3 Daan Banwa ES 4 Mariano Gleyo ES 5 Martin Gimeno ES 6 San Julian ES 7 Agcococ ES 8 Artuz ES 9 Camburanan ES 10 Roxas ES 11 Mawang ES
Vacant	San Nicolas ES	1 San Nicolas ES

Kristie M. Gargoles (Temporary)		<ul style="list-style-type: none"> 2 Agpalali ES 3 Apero ES 4 Arisgal ES 5 Cristina ES 6 Daan Norte ES 7 Saan Sur ES 8 Sta. Ana ES 9 Tabon ES 10 Taslan ES
Glicerma D. Gervero	Tapaz East District Office	<ul style="list-style-type: none"> 1 Joaquin Artuz ES 2 Acuña ES 3 Sta. Petronila PS 4 Garcia ES 5 Roosevelt ES 6 San Antonio ES 7 San Miguel Ilaya ES 8 Switch ES 9 Rizal Sur PS 10 San Roque ES 11 Siya PS
Joy V. Supiter	Don Leopoldo Gialogo IS	<ul style="list-style-type: none"> 1 Don Leopoldo Gialogo IS 2 Tacayan PS 3 Tangahin PS 4 Tina PS 5 Abangay PS 6 Aglinab ES 7 Minan PS 8 Malitbog ES 9 Sinonod PS 10 Bato -Bato PS 11 Katipunan ES
Vacant 1-6: Joy V. Supiter (Temporary) 7-11: Glicerma D. Gervero (Temporary)	Wright ES	<ul style="list-style-type: none"> 1 Wright ES 2 Libertad ES 3 Aglupacan PS 4 Buri PS 5 Lahug PS 6 Maliao PS 7 Rizal Norte PS 8 Mabini PS 9 Nayawan PS 10 San Jose ES 11 San Miguel Ilawod ES
Rio Marie A. Lorania	Sapian District Office	<ul style="list-style-type: none"> 1 Sapian ES 2 Agsilab ES 3 Angkin ES 4 Apogan PS 5 Dapdapan ES 6 Majanlud ES 7 Maninang ES 8 Bangkal ES
Anaveh M. Gumogda	Bilao IS	<ul style="list-style-type: none"> 1 Bilao IS 2 Camansi PS 3 Agkaningay PS 4 Bulon PS 5 Marubrob PS 6 Wenceslao P. Oñas ES 7 Benlit ES
Ma. Hannah Emie F. Lozada	Lonoy ES	<ul style="list-style-type: none"> 1 Lonoy ES 2 Telesforo Aperocho ES 3 Agtatacay Noerte ES 4 Agtatacay Sur ES 5 Culasi PS 6 Guibongan PS 7 Damayan ES
Mary Grace B. Dela Torre	Panay District Office	<ul style="list-style-type: none"> 1 Panay ES 2 Agojo ES 3 Bato PS 4 Tanza Norte ES 5 Navitas ES

		6 Justice Jose Hontiveros MS 7 Eugenio Regalado PS 8 Tanza Sur ES
Ariel B. De Matias	Pawa ES	1 Pawa ES 2 Bonga ES 3 Buntod ES 4 Lat-asan PS 5 Bagacay ES 6 Magubilan ES 7 Ricardo Bernas ES
Tyron Kim T. Seromines	Agbalo ES	1 Agbalo ES 2 Butacal ES 3 Calapawan ES 4 Bantigue ES 5 Daga ES 6 Lanipga PS 7 Libon ES 8 Binantuan PS
Blessed Nadine L. Rendon	Bago Chiquito IS	1 Bago Chiquito IS 2 Anhawon ES 3 Agbanban ES 4 Jamul-awon ES 5 Linao ES 6 Binantuan PS 7 Lus-onan PS
Mark Louie D. Ortencio	Pontevedra District Office	1 Pontevedra ES 2 Agbanog ES 3 Ameligan ES 4 Councilor Nicolas Dais ES 5 Cong. Dinggoy Araneta ES 6 Victoria C. Dais ES
Mia Joy D. Dilla	Rizal ES	1 Rizal ES 2 Bailan IS 3 Banate ES 4 Prof. Antonio Viterbo ES 5 Manapao ES 6 Concepcion Catalan Bisnar ES 7 San Pedro ES
Baby Jane D. Bibit	Feliciano Consing ES	1 Feliciano Consing ES 2 Cabugao PS 3 Intongcan ES 4 Maximo Dais ES 5 Hipona ES 6 Gabuc ES 7 Renato P. Hontiveros ES
May Ann L. Orendez	Panitan District Office	1 Agbabadiang PS 2 Agustin A. Almalbis ES 3 Jesus Gonzalo Albana ES 4 Cogon ES 5 Catmon ES
Alvin Paul B. Marcelo	Felixberto D. Dorado IS	1 Felixberto D. Dorado IS 2 Agloway PS 3 Catmon ES 4 Conciencia ES 5 Tabuc Norte PS
Shella Mie F. Union	Antonio Belo MIS	1 Antonio Belo MIS 2 Cabugao ES (Panitan) 3 Bahit ES 4 Cabangahan PS
Frederick A. Esquillo	Maluboglubog ES	1 Maluboglubog ES 2 Atty. Santiago Abella Vito ES (Sigma) 3 Margarita Soriano MS (Sigma) 4 J. Reyes Jarencio ES (Sigma)
Jaysa P. Altoveros	Panitan ES	1 Panitan ES 2 Tincupon ES 3 Banga-an PS 4 Salocon ES 5 Ambilay ES
Jemlourd P. Chu	Tinigban IS	1 Tinigban IS

		<ul style="list-style-type: none"> 2 Capagao ES 3 Pasugue ES 4 Quios PS
Herman V. Diestro	Celestino Diaz IS	<ul style="list-style-type: none"> 1 Celestino Diaz IS 2 Pes. Roxas West (Pres. Roxas) 3 Bliss Pantalan ES (Pres. Roxas) 4 Cabug-Cabug ES (Pres. Roxas) 5 Domingo M. Locsin ES (Pres. Roxas)
Mary Magdaline D. Degones	Maayon District Office	<ul style="list-style-type: none"> 1 Maayon ES 2 Batabat ES 3 East Villaflares ES 4 Ilawod ES 5 Palaguian ES 6 Tapacla ES 7 West Villaflares ES
Jean Ann D. Clavero	Guinbialan IS	<ul style="list-style-type: none"> 1 Guinbialan IS 2 Carataya ES (Maayon) 3 Dominador T. Esmeralda ES 4 Cabungahan ES 5 Maalan PS 6 Manayupit ES
Jhon Mel D. Daliva	Duluan IS	<ul style="list-style-type: none"> 1 Duluan IS 2 Salgan ES 3 Balighot ES 4 Quevedo ES 5 Quinat-uyan ES 6 Jebaca ES 7 Old Guia PS
Lira A. Bansale	Canapian IS	<ul style="list-style-type: none"> 1 Canapian IS 2 Alasaging ES 3 Aglimocon ES 4 Parallan ES 5 Quinabonglan ES 6 Tapulang IS
Arjhun O. Batilaran	Tuburan ES	<ul style="list-style-type: none"> 1 Tuburan ES 2 Alayunan ES 3 New Guia ES 4 Fernandez ES 5 Indayagan PS 6 Piña ES
Roxan B. Abad	President Roxas District Office	<ul style="list-style-type: none"> 1 Pres. Roxas East ES 2 Bayuyan ES 3 Badiangon ES 4 Goce ES 5 Manoling ES 6 Marita ES
Jennifer T. Dequiña	Quiajo IS	<ul style="list-style-type: none"> 1 Quiajo IS 2 Carmencita ES 3 Madulano ES 4 Sangkal ES 5 Pandan ES
Jasmin Joyce A. Lauron	Pilar District Office	<ul style="list-style-type: none"> 1 Pilar ES 2 Binaobawan PS 3 Braulio Morgan Patricio ES 4 Dulangan ES 5 Pedro Bernas ES 6 Sinamongan ES
Carla Mae Provideo	San Ramon ES (Pilar)	<ul style="list-style-type: none"> 1 San Ramon ES 2 Vedasto T. Javelosa MS (Pres. Roxas) 3 Cubay-Ibaca ES (Pres. Roxas) 4 Aranguel ES (Pres. Roxas) 5 Pondol ES (Pres. Roxas)
Richelyn B. Late	Dayhagan IS	<ul style="list-style-type: none"> 1 Dayhagan IS 2 Casanayan ES 3 San Antonio ES 4 Tomas Abelita MS 5 Sta. Fe ES
Mary Ann A. Denolo	Guise IS	<ul style="list-style-type: none"> 1 Guise IS 2 Tabun-acan ES

		3 Yating ES 4 Blasco PS 5 Olalo PS 6 San Pedro ES
Michel Mae F. Fantilanan	Carlos P. Lopez ES (Pilar)	1 Carlos P. Lopez ES (Pilar) 2 Monteflor PS 3 Epifania P. Bernas PS 4 Valentin Punzalan ES 5 San Esteban ES 6 San Silvestre ES



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

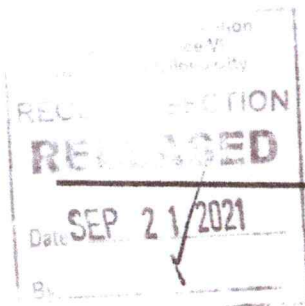
ANNEX A

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



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



1st Indorsement
September 7, 2021

Respectfully referred to Schools Division Superintendent, Division of Capiz, Banica, Roxas City, the attached letter of Mae L. Chua, Director IV, Department of Budget and Management, dated 18 August 2021, with the attached NOSCA of the forty-one (41) newly created Administrative Officer II positions, that Division, for information and appropriate action.


RAMIR B. UYTICO EdD, CESO IV
Regional Director



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

Document Name	Document No.	Date Created	Revision Number
Miscellaneous	DepEDRO6-ADM-PS-MISC1-131	September 7, 2021	



JAS-ANZ





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VI


8/24/21
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2021-ROVI-0090303
18 August 2021

MR. RAMIR B. UYTICO
Regional Director
Department of Education
Regional Office VI, Iloilo City

RELEASED

Division Regional Office VI

BY: 
DATE: AUG 19 2021

Attention: **The Schools Division Superintendent**
Division of Capiz

Dear Director Uytico:

This is with reference to the letter of DBM Officer-in-Charge Tina Rose Marie L. Canda dated 16 August 2021 addressed to Department of Education (DepEd) Secretary Leonor Magtolis Briones approving the creation of 4,840 Administrative Officer II (SG-11) positions, forty-one (41) of which is allocated for the Division of Capiz.

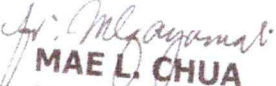
AUG 25 2021
177

Thus, this Office is issuing **Notice of Organization, Staffing and Compensation Action (NOSCA) No. 0602021-08-014** documenting the creation of 41 positions, effective 16 August 2021.

It is understood that the appropriate funding requirements for filled positions out of the said newly-created positions shall be charged against FY 2021 Built-in Appropriations (under the P/A/P – New School Personnel Positions) or the FY 2021 Miscellaneous Personnel Benefits Fund if the former is already depleted.

It is the responsibility of the DepEd-Division of Capiz, as the appointing office, to provide the offices of the Civil Service Commission and the Commission on Audit copy of this NOSCA.

Truly yours,


MAE L. CHUA
Director IV

NOSCA 2021-2713

ANNEX A

Deployment List of Administrative Officer II - Clustering per District

Region	Division	District	Number of Schools	Administrative Officer II
CAR	Abra	Baay-Licuan	1	1
CAR	Abra	Bucay	1	1
CAR	Abra	La Paz	1	1
CAR	Abra	Lagayan	1	1
CAR	Abra	Sallapadan	1	1
CAR	Abra	Tayum	1	1
CAR	Abra	Tineg	1	1
CAR	Abra	Villaviciosa	2	2
CAR	Apayao	Calanasan	3	2
CAR	Apayao	Luna	2	1
CAR	Baguio City	District I	5	2
CAR	Benguet	Itogon II	2	1
CAR	Benguet	Kapangan	1	1
CAR	Ifugao	Lagawe	2	1
CAR	Ifugao	Lamut	2	1
CAR	Kalinga	Southern Pinukpuk	3	1
CAR	Mt. Province	Barlig	3	1
CAR	Mt. Province	Bauko I	4	2
CAR	Mt. Province	Bauko II	3	1
CAR	Mt. Province	Besao	3	1
CAR	Mt. Province	Bontoc	5	2
CAR	Mt. Province	Natonin	3	1
CAR	Mt. Province	Paracelis	3	1
CAR	Mt. Province	Sabangan	2	1
CAR	Mt. Province	Sadanga	3	1
CAR	Mt. Province	Sagada	2	1

ANNEX A

Deployment List of Administrative Officer II - Clustering per District

Region	Division	District	Number of Schools	Administrative Officer II
CAR	Abra	Baay-Licuan	1	1
CAR	Abra	Bucay	1	1
CAR	Abra	La Paz	1	1
CAR	Abra	Lagayan	1	1
CAR	Abra	Sallapadan	1	1
CAR	Abra	Tayum	1	1
CAR	Abra	Tineg	1	1
CAR	Abra	Villaviciosa	2	2
CAR	Apayao	Calanasan	3	2
CAR	Apayao	Luna	2	1
CAR	Baguio City	District I	5	2
CAR	Benguet	Itogon II	2	1
CAR	Benguet	Kapangan	1	1
CAR	Ifugao	Lagawe	2	1
CAR	Ifugao	Lamut	2	1
CAR	Kalinga	Southern Pinukpuk	3	1
CAR	Mt. Province	Barlig	3	1
CAR	Mt. Province	Bauko I	4	2
CAR	Mt. Province	Bauko II	3	1
CAR	Mt. Province	Besao	3	1
CAR	Mt. Province	Bontoc	5	2
CAR	Mt. Province	Natonin	3	1
CAR	Mt. Province	Paracelis	3	1
CAR	Mt. Province	Sabangan	2	1
CAR	Mt. Province	Sadanga	3	1
CAR	Mt. Province	Sagada	2	1

Region V	Camarines Sur	Bula	1	1
Region V	Camarines Sur	Canaman	1	1
Region V	Camarines Sur	Goa	1	1
Region V	Camarines Sur	Nabua East	1	1
Region V	Iriga City	Iriga Central District	1	1
Region V	Masbate	Balud North	1	1
Region V	Masbate	Balud South	1	1
Region V	Masbate	San Pascual North	1	1
Region V	Masbate	San Pascual South	1	1
Region V	Masbate	Uson-North	1	1
Region V	Sorsogon	Juban	2	1
Region V	Sorsogon	Prieto Diaz	1	1
Region V	Sorsogon City	Sorsogon East	1	1
Region VI	Aklan	Altavas	1	1
Region VI	Aklan	Makato	1	1
Region VI	Aklan	Nabas	1	1
Region VI	Aklan	Tangalan	1	1
Region VI	Antique	Culasi	1	1
Region VI	Antique	Sibalom North	1	1
Region VI	Antique	Tibiao	1	1
Region VI	Cadiz City	Cadiz City IV District	2	1
Region VI	Capiz	Dumalag	1	1
Region VI	Capiz	Dumarao	1	1
Region VI	Capiz	Jamindan	1	1
Region VI	Capiz	Maayon	4	4
Region VI	Capiz	Mambusao East	1	1
Region VI	Capiz	Mambusao West	1	1
Region VI	Capiz	Panay	1	1
Region VI	Capiz	Panit-An	3	3
Region VI	Capiz	Pilar	2	2
Region VI	Capiz	President Roxas	1	1

Region VI	Capiz	Sapian	1	1
Region VI	Capiz	Sigma	2	2
Region VI	Capiz	Tapaz East	1	1
Region VI	Iloilo	Ajuy	2	2
Region VI	Iloilo	Anilao	2	2
Region VI	Iloilo	Badiangan	1	1
Region VI	Iloilo	Banate	1	1
Region VI	Iloilo	Barotac Viejo	1	1
Region VI	Iloilo	Batad	1	1
Region VI	Iloilo	Bingawan	1	1
Region VI	Iloilo	Cabatuan I	1	1
Region VI	Iloilo	Calinog I	1	1
Region VI	Iloilo	Carles	7	7
Region VI	Iloilo	Estancia	1	1
Region VI	Iloilo	Guimbal	1	1
Region VI	Iloilo	Igbaras	3	3
Region VI	Iloilo	Janiuay II	1	1
Region VI	Iloilo	Lambunao East	1	1
Region VI	Iloilo	Lambunao West	2	2
Region VI	Iloilo	Lemery	2	2
Region VI	Iloilo	Maasin	1	1
Region VI	Iloilo	Miagao East	1	1
Region VI	Iloilo	Miagao West	1	2
Region VI	Iloilo	San Dionisio	2	2
Region VI	Iloilo	San Joaquin North	3	3
Region VI	Iloilo	San Joaquin South	2	2
Region VI	Iloilo	San Rafael	1	1
Region VI	Iloilo	Tigbauan	2	2
Region VI	Iloilo	Tubungan	3	3
Region VI	Iloilo City	Mandurriao	1	1
Region VI	La Carlota City	La Carlota City District II	1	1

Region VI	Antique	114965	Ipil-Jinalinan ES	Purely ES	508	Medium	1
Region VI	Antique	114991	Jinalinan-Paliwan ES	Purely ES	443	Medium	1
Region VI	Antique	115089	Lanag Elementary School	Purely ES	370	Medium	1
Region VI	Antique	115110	Laua-an CS	Purely ES	540	Medium	1
Region VI	Antique	115091	M. Buyco Elementary School	Purely ES	396	Medium	1
Region VI	Antique	115344	Malabor ES	Purely ES	493	Medium	1
Region VI	Antique	115075	Malandog ES	Purely ES	384	Medium	1
Region VI	Antique	115225	Maybato ES	Purely ES	351	Medium	1
Region VI	Antique	115229	Salazar ES (Fundal Dalipe ES)	Purely ES	421	Medium	1
Region VI	Antique	115230	San Angel- Malaliba ES	Purely ES	433	Medium	1
Region VI	Antique	115231	San Fernando ES	Purely ES	422	Medium	1
Region VI	Antique	115350	Sta. Justa ES	Purely ES	399	Medium	1
Region VI	Antique	114997	Tagudtud ES	Purely ES	337	Medium	1
Region VI	Antique	115140	Union ES	Purely ES	426	Medium	1
Region VI	Antique	115026	Villarises ES	Purely ES	458	Medium	1
Region VI	Bacolod City	117465	Alberto D. Arceo Sr. ES	Purely ES	408	Medium	1
Region VI	Bacolod City	302707	Angela Gonzaga NHS	Purely JHS	406	Small	1
Region VI	Bacolod City	117480	BACOLOD CITY SPED CENTER	Purely ES	440	Medium	1
Region VI	Bacolod City	181001	Isla ES	Purely ES	470	Medium	1
Region VI	Bacolod City	181003	Kabugwason ES	Purely ES	489	Medium	1
Region VI	Bacolod City	117486	Pahanocoy Baybay ES	Purely ES	548	Medium	1
Region VI	Bacolod City	305477	Progreso Village National High School	Purely JHS	531	Small	1
Region VI	Bago City	117493	A. M. Espinos ES	Purely ES	341	Medium	1
Region VI	Bago City	117503	B. Araneta ES	Purely ES	458	Medium	1
Region VI	Bago City	117528	Don Salvador Benedicto ES	Purely ES	474	Medium	1
Region VI	Bago City	117505	Dr. A. Sian ES	Purely ES	365	Medium	1
Region VI	Bago City	117508	L. De La Rama ES	Purely ES	337	Medium	1
Region VI	Bago City	117525	Najaba ES	Purely ES	435	Medium	1
Region VI	Bago City	117526	R & S Abindan ES	Purely ES	510	Medium	1
Region VI	Bago City	117516	R.M. Salas ES	Purely ES	405	Medium	1
Region VI	Bago City	305696	Ramon Torres Bacong National High School	Purely JHS	713	Medium	1
Region VI	Cadiz City	117544	Bayabas ES	Purely ES	516	Medium	1
Region VI	Cadiz City	117570	Burgos ES	Purely ES	446	Medium	1
Region VI	Cadiz City	311401	Caduha-an NHS - Luna Ext. HS	Purely JHS	593	Small	1
Region VI	Cadiz City	311404	Dr. Vicente F. Gustilo Memorial NHS - Daga Ext. HS	Purely JHS	443	Small	1
Region VI	Cadiz City	117565	Egido-Fernandez ES	Purely ES	352	Medium	1
Region VI	Cadiz City	117551	Floro L. Reboton ES	Purely ES	491	Medium	1
Region VI	Cadiz City	117574	Gen. A. Lacson ES	Purely ES	501	Medium	1
Region VI	Cadiz City	117575	Hon. P. R. Villena MES	Purely ES	516	Medium	1
Region VI	Cadiz City	117540	SPED Training Center	Purely ES	527	Medium	1
Region VI	Capiz	115611	Agbalo ES	Purely ES	387	Medium	1

Region VI	Capiz	115471	Agmalate ES		Purely ES	386	Medium	1
Region VI	Capiz	501088	Antonio Belo Memorial Integrated School		ES and JHS	413	Medium	1
Region VI	Capiz	115474	Astorga ES		Purely ES	394	Medium	1
Region VI	Capiz	115476	Bungsu-an ES		Purely ES	525	Medium	1
Region VI	Capiz	115521	Camp Jamindan ES		Purely ES	428	Medium	1
Region VI	Capiz	115670	Carlos V. Lopez ES		Purely ES	420	Medium	1
Region VI	Capiz	115505	Catalino Andrada MS		Purely ES	479	Medium	1
Region VI	Capiz	115455	Duran ES		Purely ES	373	Medium	1
Region VI	Capiz	115696	Feliciano Consing ES		Purely ES	522	Medium	1
Region VI	Capiz	115531	Jagnaya ES		Purely ES	470	Medium	1
Region VI	Capiz	115506	Juan S. Jarencio ES (Ilaya Ivisan es)		Purely ES	401	Medium	1
Region VI	Capiz	115740	Lonoy ES		Purely ES	364	Medium	1
Region VI	Capiz	115535	Lucero ES		Purely ES	396	Medium	1
Region VI	Capiz	115657	Malubogjubog ES		Purely ES	481	Medium	1
Region VI	Capiz	115436	Nicanor Escutin ES		Purely ES	339	Medium	1
Region VI	Capiz	115658	Panit-an ES		Purely ES	511	Medium	1
Region VI	Capiz	115637	Pawa ES		Purely ES	382	Medium	1
Region VI	Capiz	115704	Rizal ES		Purely ES	362	Medium	1
Region VI	Capiz	115681	San Ramon ES		Purely ES	477	Medium	1
Region VI	Capiz	115577	Tuburan ES		Purely ES	463	Medium	1
Region VI	Escalante City	117039	Alimango Elementary School		Purely ES	547	Medium	1
Region VI	Escalante City	117054	Buenavista Elementary School		Purely ES	432	Medium	1
Region VI	Escalante City	117040	Cervantes Elementary School		Purely ES	432	Medium	1
Region VI	Escalante City	117041	Danao Port Elementary School		Purely ES	390	Medium	1
Region VI	Escalante City	117042	Don Esteban dela Rama Elementary School		Purely ES	351	Medium	1
Region VI	Escalante City	117046	Jonobjonob Elementary School		Purely ES	436	Medium	1
Region VI	Escalante City	117058	Langub Elementary School		Purely ES	402	Medium	1
Region VI	Escalante City	117059	Libertad Elementary School		Purely ES	442	Medium	1
Region VI	Escalante City	117047	Magsaysay Elementary School		Purely ES	370	Medium	1
Region VI	Escalante City	501334	Malasibog Integrated School		ES and JHS	367	Medium	1
Region VI	Escalante City	117050	Tamlang Elementary School		Purely ES	362	Medium	1
Region VI	Escalante City	117051	Teofilo Amante Sr. Elementary School		Purely ES	381	Medium	1
Region VI	Escalante City	117065	Udtongan Elementary School		Purely ES	396	Medium	1
Region VI	Escalante City	117052	Washington Elementary School		Purely ES	395	Medium	1
Region VI	Guimaras	115892	Calaya Elementary School		Purely ES	436	Medium	1
Region VI	Guimaras	115837	Cansilayan Elementary School		Purely ES	380	Medium	1
Region VI	Guimaras	115849	Constancia Elementary School		Purely ES	515	Medium	1
Region VI	Guimaras	115894	Dolores Elementary School		Purely ES	328	Medium	1
Region VI	Guimaras	115850	Dofia Lucia C. Locsin Memorial School		Purely ES	532	Medium	1
Region VI	Guimaras	115838	East Valencia Elementary School		Purely ES	400	Medium	1
Region VI	Guimaras	115909	Lanipe Elementary School		Purely ES	368	Medium	1

Region IX	Zamboanga del Norte	303735	Sibuco	Sibuco NHS Annex - Lunday	Purely JHS	232	Small
Region IX	Zamboanga del Norte	303736	Sibuco	Sibuco NHS Annex - Panglan	Purely JHS	171	Small
Region IX	Zamboanga del Norte	303746	Tampilisan	Galingon National High School	Purely JHS	262	Small
Region IX	Zamboanga del Norte	303747	Tampilisan	New Dapitan National High School	Purely JHS	168	Small
Region IX	Zamboanga del Norte	303749	Tampilisan	Tininggaan NHS	Purely JHS	93	Small
Region IX	Zamboanga del Sur	314211	Aurora East	Gubaan NHS	Purely JHS	260	Small
Region IX	Zamboanga del Sur	314210	Aurora East	Kauswagan NHS	Purely JHS	248	Small
Region IX	Zamboanga del Sur	314246	Dimataling	Baluno NHS	Purely JHS	135	Small
Region IX	Zamboanga del Sur	314242	Dimataling	Tinggebulong National High School	Purely JHS	132	Small
Region IX	Zamboanga del Sur	314205	Dinas	Ignacio Garrata NHS	Purely JHS	188	Small
Region IX	Zamboanga del Sur	314259	Dinas	Guinicolalay NHS - Tarakan Ext.	Purely JHS	148	Small
Region IX	Zamboanga del Sur	500870	Labangan I	Cogonon Integrated School	ES and JHS	185	Small
Region IX	Zamboanga del Sur	303820	Labangan II	Bokong NHS-Tabak Annex	Purely JHS	240	Small
Region IX	Zamboanga del Sur	303762	Labangan II	Tawagan Norte NHS	Purely JHS	189	Small
Region IX	Zamboanga del Sur	314230	Lakewood	Diosdado Macapagal Memorial NHS	Purely JHS	222	Small
Region IX	Zamboanga del Sur	314206	Lakewood	Bululawan NHS	Purely JHS	139	Small
Region IX	Zamboanga del Sur	314250	San Pablo	Tandubusay National High School	Purely JHS	218	Small
Region IX	Zamboanga del Sur	314221	San Pablo	Pongapong NHS	Purely JHS	197	Small
Region IX	Zamboanga del Sur	314251	San Pablo	San Pablo NHS - Sacubulan Extension	Purely JHS	147	Small
Region IX	Zamboanga del Sur	314245	Tukuran East	TABUAN NATIONAL HIGH SCHOOL	Purely JHS	272	Small
Region IX	Zamboanga del Sur	314254	Tukuran East	Tukuran TVHS - Baclay Extension	Purely JHS	206	Small
Region IX	Zamboanga Sibugay	314302	Diplahan	Gaulan NHS	Purely JHS	286	Small
Region IX	Zamboanga Sibugay	303831	Diplahan	Lindang NHS	Purely JHS	214	Small
Region IX	Zamboanga Sibugay	303833	Diplahan	Balangao NHS	Purely JHS	176	Small
Region IX	Zamboanga Sibugay	314320	Naga	Guimtolan NHS	Purely JHS	334	Small
Region IX	Zamboanga Sibugay	303862	Naga	Baga NHS	Purely JHS	307	Small
Region IX	Zamboanga Sibugay	501386	R.T. Lim	Silingan Integrated School	ES and JHS	235	Small
Region IX	Zamboanga Sibugay	314317	Titay	Kipit NHS	Purely JHS	273	Small
Region IX	Zamboanga Sibugay	314318	Titay	Salip T. Hasim NHS	Purely JHS	158	Small
Region IX	Zamboanga Sibugay	501384	Tungawan	Lali Alam Integrated School	ES and JHS	145	Small
Region V	Camarines Norte	500908	Labo West	Palali Integrated School	ES and JHS	183	Small
Region V	Camarines Norte	500635	Labo West	Calabasa Integrated School	ES and JHS	133	Small
Region V	Camarines Norte	500909	Labo West	Kabatuhan Integrated School	ES and JHS	110	Small
Region V	Camarines Sur	500869	Bula	Sto. Nino Integrated School	ES and JHS	185	Small
Region V	Camarines Sur	501020	Canaman	Palo Integrated School	ES and JHS	116	Small
Region V	Camarines Sur	501283	Goa	Lip-ac ES (Sitio Catagbacan)	ES and JHS	263	Small
Region V	Camarines Sur	500740	Nabua East	San Jose Elementary School	ES and JHS	82	Small
Region V	Iriga City	500166	Iriga Central District	Iriga City Division Integrated Special School (SPED)	ES and JHS	31	Small
Region V	Masbate	501256	Balud North	Palani Integrated School	ES and JHS	143	Small
Region V	Masbate	501255	Balud South	Zapatos Integrated School	ES and JHS	126	Small
Region V	Masbate	501524	San Pascual North	Busing Integrated School	ES and JHS	135	Small
Region V	Masbate	501527	San Pascual South	Roxas Integrated High School	ES and JHS	293	Small
Region V	Masbate	501640	Uson-North	Centro Integrated School	ES and JHS	210	Small
Region V	Sorsogon	302181	Juban	Olimpia A. Guarin Jr. NHS	Purely JHS	399	Small
Region V	Sorsogon	302769	Juban	Sabluyan High School	Purely JHS	134	Small
Region V	Sorsogon	501532	Prieto Diaz	San Rafael Integrated School	ES and JHS	134	Small
Region V	Sorsogon City	501526	Sorsogon East	San Lorenzo Integrated National School	ES and JHS	287	Small
Region VI	Akian	501144	Altavas	Talon Integrated School	ES and JHS	155	Small
Region VI	Akian	500546	Makato	Bagong Barrio Integrated School	ES and JHS	66	Small
Region VI	Akian	500547	Nabas	Tagororoc INTEGRATED SCHOOL	ES and JHS	111	Small
Region VI	Akian	501181	Tangalan	Vivo Integrated School	ES and JHS	127	Small
Region VI	Antique	500515	Culasi	Kawit Integrated School	ES and JHS	175	Small
Region VI	Antique	500549	Sibalom North	Lacaron Integrated School	ES and JHS	228	Small
Region VI	Antique	501598	Tibiao	La Paz Integrated School	ES and JHS	200	Small
Region VI	Cadiz City	311402	Cadiz City IV District	Caduha-an NHS - Tagbanon Ext. HS	Purely JHS	307	Small
Region VI	Cadiz City	311406	Cadiz City IV District	Burgos National High School	Purely JHS	268	Small
Region VI	Capiz	501098	Dumaleg	Dr. Laureano R. Frial Integrated School	ES and JHS	111	Small
Region VI	Capiz	501083	Dumarao	Aglanot Integrated School	ES and JHS	304	Medium
Region VI	Capiz	501096	Jamindan	Manuel Gonzon Advincula Integrated School	ES and JHS	230	Small
Region VI	Capiz	501497	Maayon	Guinbiban Integrated School	ES and JHS	210	Small
Region VI	Capiz	501438	Maayon	Duluan Integrated School	ES and JHS	193	Small
Region VI	Capiz	500796	Maayon	Tapulang Integrated School	ES and JHS	121	Small
Region VI	Capiz	500517	Maayon	Canapian Integrated School	ES and JHS	87	Small
Region VI	Capiz	501092	Mambusao East	Bula Integrated School	ES and JHS	224	Small
Region VI	Capiz	500428	Mambusao West	Agkawayan Integrated School	ES and JHS	130	Small
Region VI	Capiz	501089	Panay	Bago Chiquita Integrated School	ES and JHS	171	Small
Region VI	Capiz	501099	Panit-An	Celestino D. Diaz Integrated School	ES and JHS	239	Small
Region VI	Capiz	501093	Panit-An	Felixberto Dicon Dorado Sr. Integrated School	ES and JHS	152	Small
Region VI	Capiz	501101	Panit-An	Tingban Integrated School	ES and JHS	119	Small
Region VI	Capiz	501094	Pilar	Dayhagan Integrated School	ES and JHS	277	Small
Region VI	Capiz	501100	Pilar	Guise Integrated School	ES and JHS	164	Small
Region VI	Capiz	501102	President Roxas	Quilajo Integrated School	ES and JHS	67	Small
Region VI	Capiz	501091	Saplan	Bilao Integrated School	ES and JHS	294	Small
Region VI	Capiz	501095	Sigma	Eleodoro J. Ponsaran Integrated School	ES and JHS	113	Small
Region VI	Capiz	500516	Sigma	Calixto Loyola Sr. Integrated School	ES and JHS	107	Small
Region VI	Capiz	501097	Tapaz East	Don Leopoldo Gialogo Integrated School	ES and JHS	181	Small
Region VI	Iloilo	501481	Ajuy	Puente Bunglas Integrated School	ES and JHS	286	Small
Region VI	Iloilo	501480	Ajuy	Adcardarao Integrated School	ES and JHS	283	Small
Region VI	Iloilo	501473	Anilao	Agbatuan Integrated School	ES and JHS	155	Small
Region VI	Iloilo	501474	Anilao	Guipis Integrated School	ES and JHS	131	Small
Region VI	Iloilo	501469	Badiangan	Aguslan Integrated School	ES and JHS	179	Small
Region VI	Iloilo	501476	Banate	Juanico Integrated School	ES and JHS	200	Small
Region VI	Iloilo	501482	Barotac Viejo	Lipata Integrated School	ES and JHS	190	Small
Region VI	Iloilo	501484	Batad	Bulak Integrated School	ES and JHS	257	Small
Region VI	Iloilo	501470	Bingawan	Bulabog Integrated School	ES and JHS	129	Small
Region VI	Iloilo	501464	Cabatuan I	Puga Integrated School	ES and JHS	230	Small
Region VI	Iloilo	501465	Calinog I	Gama Integrated School	ES and JHS	188	Small
Region VI	Iloilo	501493	Carles	Buenavista Integrated School	ES and JHS	271	Small
Region VI	Iloilo	501488	Carles	Tingban Integrated School	ES and JHS	228	Small
Region VI	Iloilo	501486	Carles	Manlat Integrated School	ES and JHS	210	Small
Region VI	Iloilo	501491	Carles	Batuan Integrated School	ES and JHS	181	Small
Region VI	Iloilo	501490	Carles	Batuan Integrated School	ES and JHS	151	Small
Region VI	Iloilo	501492	Carles	Barangalan Integrated School	ES and JHS	145	Small
Region VI	Iloilo	501489	Carles	Binuungan Integrated School	ES and JHS	134	Small
Region VI	Iloilo	501495	Estancia	Lumeta Integrated School	ES and JHS	346	Medium
Region VI	Iloilo	501442	Guimbal	Nanga Integrated School	ES and JHS	326	Medium
Region VI	Iloilo	501444	Igbaras	Cale-Indaluyon Integrated School	ES and JHS	201	Small
Region VI	Iloilo	501446	Igbaras	Igcabugao Integrated School	ES and JHS	154	Small

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:

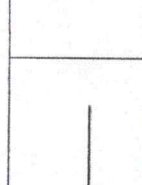
1. Proximity of the schools to be clustered should be a prime consideration.
 - o In identifying the schools to be clustered, the schools that are geographically adjacent and located within the same school district shall be the priority in clustering.
 - o Annex A shall be used as a reference for the 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).
 - o 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.
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	Department of Education Position Title Administrative Officer II Parent/Thetical Title Administrative Officer I Unit Elementary School or Junior High School Reports to School head Positions Supervised Administrative Assistants/Aides in the School	JOB DESCRIPTION	JD No. _____ Salary Grade 11 Governance Level School Division Effectivity Date Page/s	Revision Code: _____
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 AREAS	DUTIES AND RESPONSIBILITIES
<p>Personnel Administration</p>	<p>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:</p> <ul style="list-style-type: none"> a. recruitment and selection of applicants in the school assigned b. 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 c. Prepare ERF of qualified teachers and submit to SDO for processing <p>Personnel Records</p> <ul style="list-style-type: none"> a. Update regularly 201 files and maintain database of personal information of school personnel b. 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 c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access. h. 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. <p>Compensation and Benefits</p> <ul style="list-style-type: none"> a. 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) b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO <p>Other HR-related functions</p> <ul style="list-style-type: none"> a. Update school personnel of the latest HR-related policies b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Property Custodianship	<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a) Assist the School Head on the preparation of the following documents such as but not limited to: <ul style="list-style-type: none"> • 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).



Republika ng Pilipinas


Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2021-0096

TO: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

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

SUBJECT: *Clarificatory Guideline on the Filling Up of Administrative Support Items
for DepEd Elementary and Secondary Schools*

DATE: 18 August 2021

With reference to the numerous concerns and inquiries relative to the recruitment and filling up of Administrative Support Items for Elementary and Secondary Schools, this clarificatory guideline is being issued to guide the Department of Education (DepEd) Schools Division Offices (SDOs) and Implementing Units (IUs) in understanding the status and procedures of filling up of Administrative Support Plantilla Items for DepEd Elementary and Secondary Schools tagged as Coterminous to the Incumbent (CTI) items that were affected by the Rationalization Plan implementation efforts of the Department.

As a background, DepEd wrote to DBM dated February 2019, requesting for blanket authority to fill up the identified Administrative Support Items in consideration of the following:

- a. Schools which were not part of the DepEd Rationalization Plan implementation efforts but were affected by the government-wide hiring moratorium due to Executive Order 366 s. 2004;
- b. A significant number of Administrative Support positions lodged in the SDO plantilla but were deployed/assigned at the various schools within the SDO were inadvertently converted to Coterminous with the Incumbent (CTI) status by the respective regional DBM;

- c. Since the approval of the DepEd Rationalization Plan, it has been observed that there has been an inconsistent application in allowing/not allowing the filling up of said items by the regional DBM counterparts; and
- d. Additional workforce is critically needed at the school level to provide support on administrative operations and functions of public schools.

On July 23, 2019, DBM responded favorably to DepEd's request to fill up the vacant Administrative Support Items with specific conditions:

- a. Filling up of vacant positions is only allowed for the identified positions aligned with the existing 1997 DBM-DepEd Organization and Staffing Standards for DepEd Schools Divisions, Elementary and Secondary Schools:

POSITION	SG	Qty.	INDICATOR
ELEMENTARY			
Administrative Aide (ADA) III (Clerk I)	03	1	For every school
Security Guard I or Watchman I	03	1	
	02		
ADA I (Utility Worker I)	01	1	
Total No. of Items per School		3	

POSITION	SG	Qty.	INDICATOR
SECONDARY			
ADA IV (Clerk II)	04	1	per 400 students
ADA III (Driver I)	03	1	Existence of a school motor vehicle registered under the name of the school
Security Guard I or Watchman I	03	4	For every school; additional four (4) positions for each authorized extension campus
	02		
ADA I (Utility Worker I)	01	1	per 400 students
Total No. of Items per School		7	

- b. Filling up of the identified positions shall be charged against available released Personal Services (PS) allotment of the Department; and
- c. Filling up of other positions shall not be considered for those intermittent jobs that DepEd may explore for outsourcing of services.

Hence, in consideration of the said conditions by DBM, this guideline shall provide clarification and reiteration on the following allowable HR actions, especially on the following areas:

- a. Placement of existing personnel holding the said items within the allowable allocation per school;
- b. Transfer of excess plantilla items to other SDOs, if needed; and
- c. Documentary requirements, submission process to the regional DBM counterparts, and filling up of vacant items

To ensure the uniform implementation on the Filling Up of Administrative Support Items for DepEd Elementary and Secondary Schools, the following procedures per areas of concern have been identified:

- A. Placement of existing personnel holding the said items within the allowable allocation per school**

1. **Inventory of the existing plantilla items.** SDOs shall prepare an inventory of the existing plantilla items, listing all the available plantilla items based on the identified administrative support positions. The inventory shall include the item status (CTI or regular), deployment area (name of school, SDO, etc.), and filled/unfilled status. For reference, SDOs may update the inventory template used during the DepEd DPI workshops in 2019. (See attached template). SDOs shall also need to coordinate with the Implementing Units (IUs) within the SDO to obtain the comprehensive inventory of the identified administrative support positions.
2. **Placement of existing personnel and items in the allowed allocation.** SDOs shall maximize the existing plantilla items through optimal and equitable distribution of the available items based on the allowed allocation per school. The following actions are to be taken:
 - a. SDOs and IUs shall **retain** the existing plantilla items, whether filled or unfilled, in their current school assignment, provided these are within the allowed allocation per school;
 - b. As much as practicable, incumbents of the identified positions shall remain in their current school assignment;
 - c. For schools that are non-implementing units (non-IUs), plantilla items are lodged in the SDO plantilla. As such, SDOs may assign the remaining plantilla items to other nearby schools within the same division;
 - d. If the said items are **vacant**, SDO shall ensure that the name/s of the recipient schools where these plantilla items will be assigned are noted in the plantilla; and
 - e. If said items are **filled**, items may be assigned to schools near the present assignment of the incumbents occupying the concerned items. The SDO shall also ensure that the incumbents are duly informed about the situation and process. As much as practicable, the preference of the incumbent shall be considered in the final school assignment/deployment of the plantilla items;

B. Transfer of excess items above the allowed allocation per school.

1. **Existing plantilla items** that are above the allocation for a specific school may be **transferred** to other IUs or SDOs that still need additional similar items to ensure consistency with the approved allocation indicated in the staffing standards, based on the following parameters:
 - a. The **transfer** action shall take place when there is a change in the organizational code where plantilla items are lodged/funded. This may happen when plantilla items are moved **between SDOs, SDO to IUs or vice versa** (ex. SDO A to SDO B, SDO A to Juan NHS, Santos SHS to SDO B, etc.). This is a crucial action because the plantilla assignment will determine which office the item will charge/draw out its funding requirement for the salaries and benefits of the incumbent.

- b. If a specific plantilla item is filled and an appropriate placement for the incumbent is not found, the concerned plantilla item shall remain in the existing plantilla.
2. *Transfer of excess vacant positions from one Region to another.*
- a. In an exceptional case where there would still be **excess vacant items** after all schools within the Regional Office (RO) have been allocated the allowable number of administrative support items, the vacant items can be transferred to other ROs with insufficient number of the identified administrative support items. The ROs shall submit a report to BHRD-OED for the List of Vacant Plantilla Items to be Transferred to other RO.
 - b. The BHRD-OED shall identify which regional office needs an additional item.
 - c. The BHRD-OED shall coordinate with DBM-RO for the transfer of the excess items to the identified regional offices for issuance of NOSCA.
- C. **Documentary requirements, submission process to the regional DBM counterparts, filling up of vacant items**
- 1. *SDO Report Preparation.* Each SDO shall prepare and submit the following documents to their respective RO:
 - a. Report on the Inventory and Deployment Allocation per SDO;
 - b. List of Plantilla Items to be retained in the SDO/IU;
 - c. List of Plantilla items to be Transferred to other IUs/SDOs; and
 - 2. *Report Submission to DBM.* DepEd ROs shall be responsible for submitting the regional summary report and compilation of SDO reports to the respective regional DBM counterpart for appropriate action. The Bureau of Human Resource and Organizational Development - Organization Effectiveness Division (BHRD-OED) shall be furnished a copy of the submitted documents for monitoring purposes.
 - 3. *Issuance of NOSCA.* The regional DBM counterpart shall review and evaluate the submitted documents. Upon approval and release of the Notice of Staffing and Compensation Action (NOSCA), SDOs shall issue reappointment papers to the concerned personnel, indicating the change in the item status to **regular** and the employment status of the incumbent to **permanent**. SDOs and IUs shall also issue written notices to concerned personnel with changes in their deployment areas.
 - 4. *Filling Up of Vacant Items.* SDOs and IUs may fill-up the existing vacant plantilla items identified in this memorandum, pursuant to the existing recruitment and hiring guidelines prescribed by DepEd and CSC. Filling up of the vacant CTI administrative positions is chargeable against the released Personnel Services (PS) allotment.
 - 5. *Prohibition/Limitation.* The parameters and provisions stipulated in this memorandum **does not include the creation of new items to meet the allowed**

allocation indicated in the existing staffing standards. This shall entail a separate request to DBM based on the proposed DepEd workforce plan.

6. **Monitoring.** Within thirty days from the release of the NOSCA, SDOs shall submit the status report to their respective RO and to BHROD-OED for monitoring purposes.

For questions or further clarifications, please coordinate with the Bureau of Human Resource and Organizational Development - Organization Effectiveness Division (BHROD-OED) through email at bhrod.oed@deped.gov.ph.

Please be guided accordingly.

Thank you.

BHROD/OED/Tanison

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