



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



DNCR-F-ORD-033/RO/01112019

MEMORANDUM

No. NCR 065 s. 2023

TO : Schools Division Superintendents of
Las Pinas City, Makati City, Malabon
City, Manila, Muntinlupa City, Paranaque City,
Quezon City, Taguig City and Pateros and
Valenzuela City

FROM : 
WILFREDO E. CABRAL, CESO III
Regional Director

SUBJECT : **Status of Filling Up on the Deployed Administrative
Officer II (AOII) Items for FY 2020-2022**

DATE : February 2, 2023

1. Enclosed is a copy of Memorandum DM-OUHROD-2023-0147 dated January 27, 2023 of USEC Gloria Jumamil-Mercado, relative to the request for status of filling up of newly created Administrative Officer II positions, FY 2020-2022, which is self-explanatory.
2. Said report should be submitted to this Office in excel and PDF file through email address personnel.ncr@deped.gov.ph not later than February 3, 2023, using the attached template, to include among others a screen shot of uploaded PSIPOP.
3. For strict and immediate compliance.





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-2023- 0147

FOR : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS**

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

SUBJECT : **REQUEST FOR THE FILLING UP STATUS ON THE
DEPLOYED ADMINISTRATIVE OFFICER II (AO II) ITEMS
FOR FISCAL YEARS (FYs) 2020-2022**

DATE : January 27, 2023

The Department of Education (DepEd) has been creating and deploying Administrative Officer II (AO II) items in public elementary and secondary schools. This initiative aims to unload teachers from ancillary and/or non-teaching tasks for them to focus on quality instruction. This is in pursuit of the Department's reform agenda under *Sulong Edukalidad* to pivot its focus on quality education through the provision of adequate support in all public schools.

Per Government Manpower Information System (GMIS) data as of July 2022, a total of **1,821** AO II items from FYs 2020-2021 remain unfilled with FY 2021 having the lowest utilization rate. In effect, DepEd is still far from achieving a 100% hiring rate. Given that the utilization rate affects the decision of the Department of Budget and Management (DBM) over DepEd's annual proposal for additional items, it is imperative to increase the filling-up rate for AO II item. In the absence of the latest GMIS data, the filling up rate for FY 2022 AO II deployment cannot be generated. The latest reports can be found in the attached Annexes.

With this, the **Schools Division Offices (SDOs)** that have not yet achieved the 100% filling-up rate are requested to submit an updated report to the **Regional Office – Personnel Section (RO-PS)** concerning the filling-up of AO II items for FYs 2020 – 2022. The RO-PS will submit to BHR0D-SED the consolidated report **on or before February 03, 2023** through email address: support.nspp@deped.gov.ph.

Please note that these reports will be consolidated and presented to Vice President-Secretary Sara Z. Duterte scheduled this February 2023.

For questions or clarification please contact **Mr. Jeric Francis C. Llanto** of BHROD-SED on this landline number **(02) 8633 – 5397** or via abovementioned email.

Thank you.

Deployment of Administrative Officer II (AO II) Items Created in FY 2020
Source: GMIS Data as of July 2022

ANNEX A

Region	Division	Filled Position	Unfilled Position	Total Authorized	Filling Up Rate
National Capital Region (NCR)	Division of Las Piñas	20	2	22	91%
National Capital Region (NCR)	Division of Makati	21	4	25	84%
National Capital Region (NCR)	Division of Malabon City	20	4	24	83%
National Capital Region (NCR)	Division of Manila	67	1	68	99%
National Capital Region (NCR)	Division of Muntinlupa	18	1	19	95%
National Capital Region (NCR)	Division of Parañaque	15	6	21	71%
National Capital Region (NCR)	Division of Quezon City	62	24	86	72%
National Capital Region (NCR)	Division of Taguig and Pateros	0	26	26	0%
National Capital Region (NCR)	Division of Valenzuela	38	1	39	97%
Region I - Ilocos	Division of La Union	21	1	22	95%
Region I - Ilocos	Division of Pangasinan I	50	1	51	98%
Region II - Cagayan Valley	Division of Nueva Vizcaya	12	1	13	92%
Region III - Central Luzon	Division of Angeles City	30	1	31	97%
Region III - Central Luzon	Division of Bulacan	170	2	172	99%
Region III - Central Luzon	Division of Olongapo City	19	1	20	95%
Region III - Central Luzon	Division of Pampanga	109	1	110	99%
Region III - Central Luzon	Division of Tarlac	48	5	53	91%
Region III - Central Luzon	Division of Tarlac City	26	1	27	96%
Region IVA - CALABARZON	Division of Batangas	91	3	94	97%
Region IVA - CALABARZON	Division of Dasmarina City	27	1	28	96%
Region IVA - CALABARZON	Division of General Trias City	20	1	21	95%
Region IVA - CALABARZON	Division of Laguna	78	1	79	99%
Region IVA - CALABARZON	Division of Quezon	107	6	113	95%
Region IVA - CALABARZON	Division of San Pedro City	17	2	19	89%
Region IVB - MIMAROPA	Division of Marinduque	4	1	5	80%
Region IVB - MIMAROPA	Division of Occidental Mindoro	24	1	25	96%
Region IVB - MIMAROPA	Division of Oriental Mindoro	25	1	26	96%
Region IVB - MIMAROPA	Division of Palawan	32	5	37	86%
Region IVB - MIMAROPA	Division of Puerto Princesa City	14	1	15	93%
Region IVB - MIMAROPA	Division of Romblon	9	1	10	90%
Region V - Bicol	Division of Albay	37	1	38	97%
Region V - Bicol	Division of Camarines Sur	91	2	93	98%
Region V - Bicol	Division of Ligao City	2	1	3	67%
Region V - Bicol	Division of Masbate	31	1	32	97%
Region VI - Western Visayas	Division of Aklan	22	1	23	96%
Region VI - Western Visayas	Division of Antique	11	2	13	85%
Region VI - Western Visayas	Division of Bacolod City	40	1	41	98%
Region VI - Western Visayas	Division of Cadiz City	13	3	16	81%
Region VI - Western Visayas	Division of Iloilo	62	2	64	97%
Region VII - Central Visayas	Division of Carcar City	0	12	12	0%
Region VII - Central Visayas	Division of Cebu Province	107	28	135	79%
Region VII - Central Visayas	Division of Lapu-lapu City	31	1	32	97%
Region VII - Central Visayas	Division of Mandaue City	22	1	23	96%
Region VIII - Eastern Visayas	Division of Catbalogan City	8	1	9	89%
Region VIII - Eastern Visayas	Division of Southern Leyte	4	1	5	80%
Region X - Northern Mindanao	Division of Bukidnon	68	1	69	99%
Region X - Northern Mindanao	Division of Cagayan de Oro City	37	1	38	97%
Region X - Northern Mindanao	Division of Iligan City	23	1	24	96%
Region X - Northern Mindanao	Division of Lanao del Norte	30	1	31	97%
Region X - Northern Mindanao	Division of Misamis Oriental	38	1	39	97%
Region XI - Davao	Division of Davao City	105	3	108	97%
Region XI - Davao	Division of Davao de Oro	34	1	35	97%
Region XIII - CARAGA	Division of Agusan del Norte	12	1	13	92%
Region XIII - CARAGA	Division of Siargao	3	1	4	75%
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STATUS OF FILLING UP OF NEWLY CREATED ADMINISTRATIVE OFFICER II POSITIONS FY 2020-2022
as of January 31, 2023

DIVISION	FILLED	UNFILLED	Total Items Created	Percentage of Filling Up	Reason/s for Not Filling Up
LAS PINAS CITY					
MAKATI CITY					
MALABON CITY					
MANILA					
MUNTINLUPA CITY					
PARANAQUE CITY					
QUEZON CITY					
TAGUIG CITY AND PATEROS					
VALENZUELA CITY					