




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD No. 2023- 952

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : 
WILFREDO E. CABRAL, CESO III
Regional Director

SUBJECT : **ONLINE ORIENTATION ON THE DEPLOYMENT OF
FY 2023 SCHOOL-BASED ADMINISTRATIVE OFFICER
II (AO II) AND PROJECT DEVELOPMENT OFFICER I
(PDO I) ITEMS TO PUBLIC ELEMENTARY AND
SECONDARY SCHOOLS**

DATE : September 25, 2023

1. Enclosed is a copy of Memorandum DM-OUHROD-2023-1364 of Undersecretary Gloria Jumamil-Mercado dated September 20, 2023, relative to the scheduled conduct of the above-mentioned activity on September 27, 2023 (Luzon Cluster) 8:00 AM to 12:00 noon via MS Teams.
2. Identified participant per SDO is the Administrative Officer IV (HRMO).
3. For confirmation of attendance, please accomplish the online form through this link: <https://bit.ly/AttendanceConfirmation-FY2023NTP> on or before September 25, 2023.
4. For immediate dissemination and compliance.



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|----------------|-------------|------|--------|
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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1364

**TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION HUMAN RESOURCE MANAGEMENT
OFFICERS**


FROM : GLORIA JUMAMIL-MERCADO
Undersecretary for Human Resource and Organizational Development

**SUBJECT : ONLINE ORIENTATION ON THE DEPLOYMENT OF FY 2023
SCHOOL-BASED ADMINISTRATIVE OFFICER II (AO II) AND
PROJECT DEVELOPMENT OFFICER I (PDO I) ITEMS TO PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS**

DATE : 20 September 2023

The Department of Education (DepEd) under the **MATATAG** Agenda aims to provide adequate manpower complement in all public schools to *give support for teachers to teach better*. The Department continues to pursue the creation and deployment of School-Based Non-Teaching Items—an initiative that aims to unload teachers from administrative or non-teaching tasks for them to focus on providing quality instruction.

In this regard, the DepEd requested the creation of fourteen thousand eight hundred thirteen (14,813) Administrative Officer II (AO II) items in FYs 2020-2022 to the Department of Budget and Management (DBM), which were deployed in select schools nationwide. This **FY 2023**, another **five thousand (5,000)** non-teaching items were created and will be deployed in select schools, in which **3,500** are **Administrative Officer II (AO II)** items and **1,500** are **Project Development Officer I (PDO I)** items.

Given this, the Bureau of Human Resource and Organizational Development–School Effectiveness Division (BHRD-SED) shall conduct an **Online Orientation on the Deployment of FY 2023 School-based AO II and PDO I Items** on **September 27-29, 2023**. The details of the orientation are as follows:

A. Objectives

- Intent of the deployment of the school-based AO II and PDO I items;
- Job Description of the AO II and PDO I items;
- Procedures of Deployment; and
- Support to Schools

B. Participants and Schedule

| Cluster | Date and Time | Orientation Link | Target Participants |
|------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Luzon Cluster | September 27, 2023 (Wednesday) 8:00 AM-12:00 NN | https://bit.ly/OrientationNTP_Batch1 | <ul style="list-style-type: none">• Regional Human Resource Management Officers• Division Human Resource Management Officers |
| Visayas Cluster | September 28, 2023 (Thursday) 8:00 AM-12:00 NN | https://bit.ly/OrientationNTP_Batch2 | |
| Mindanao Cluster | September 29, 2023 (Friday) 8:00 AM-12:00 NN | https://bit.ly/OrientationNTP_Batch3 | |

Kindly see Annex A for the indicative **Program of Activities**. For **confirmation of attendance**, please accomplish this form on or before **September 25, 2023 (Monday)**: <https://bit.ly/AttendanceConfirmation-FY2023NTP>.

For further concerns and clarifications, please contact Mr. Jeric Francis C. Llanto of BHRD – SED through support.nspp@deped.gov.ph or landline at (02) **8633 5397**.

For your information and appropriate action.

Annex A

**Online Orientation on the Deployment of
FY 2023 School-based AO II and PDO I Items**

Program of Activities

| Time | Activity | Resource Person |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 8:00 AM-8:30 AM | REGISTRATION | |
| 8:30-9:00 AM | Program Preliminaries <ul style="list-style-type: none"> • National Anthem • Prayer • Recognition of Participants | |
| | Opening Remarks | Director, BHROD |
| 8:30-9:00 AM | Opening Activity <ul style="list-style-type: none"> • House Norms • Orientation Overview • Objectives | BHROD-SED |
| | Agenda Setting | Dexter N. Pante Chief, BHROD-SED |
| 9:00-9:30 AM | | |
| 9:30-9:45 AM | BREAK | |
| 9:45-10:45 AM | Orientation Proper | BHROD-SED |
| 10:45-11:45 AM | OPEN FORUM | |
| 11:45-12:00 NN | Closing Activity <ul style="list-style-type: none"> • Synthesis • Reminders • Closing Remarks | |
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