





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

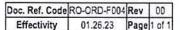
DATE: September 25, 2023

- 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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Republika ng Dilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2023-/364

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 (BHROD-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	 Regional Human Resource Managem
Visayas Cluster	September 28, 2023 (Thursday)	https://bit.ly/OrientationNTP_ Batch2	ent Officers
Mindanao Cluster	8:00 AM-12:00 NN September 29, 2023 (Friday)	https://bit.ly/OrientationNTP_ Batch3	Division Human Resource Managem
	8:00 AM-12:00 NN		ent Officers

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 BHROD - 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	
	Program Preliminaries National Anthem Prayer Recognition of Participants	
8:30-9:00 AM	Opening Remarks	Director, BHROD
	 Opening Activity House Norms Orientation Overview Objectives 	BHROD-SED
9:00-9:30 AM	Agenda Setting	Dexter N. Pante Chief, BHROD-SED
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 Synthesis Reminders Closing Remarks	