



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

ORD-2024- 597

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**

**FROM :** **JOCELYN DR ANDAYA**  
 Director IV

**SUBJECT :** **APPROVAL OF THE CREATION OF ADMINISTRATIVE OFFICER II ITEMS FOR FY 2024**

**DATE :** June 11, 2024

1. Enclosed is a copy of the letter dated May 30, 2024 of the Regional Director, DBM-NCR, relative to the approval and issuance of corresponding Notice of Organization, Staffing & Compensation Action (NOSCA) for sixty-seven (67) newly created Administrative Officer II items for various Elementary Schools, Junior and Senior High Schools, for FY 2024.
2. The official copies of the said NOSCA's are released through the DBM Action Document Releasing System (ADRS) to the corresponding officials/employees of your respective SDOs that are registered in the system.
3. Attention is invited to Memorandum DM-OUHROD-2024-1052 dated June 3, 2024 on the "Approval of the Creation of New School-Based Administrative Officer II Positions for Public Elementary and Secondary Schools for FY 2024, for information, guidance and compliance.



Address: 6 Misamis St., Bago Bantay, Quezon City  
 Email address: ncr@deped.gov.ph  
 Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.28.22	Page	1 of 1

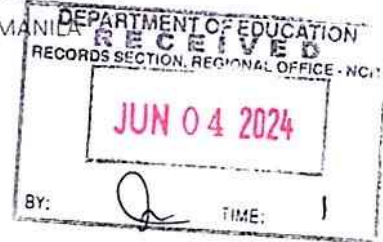


REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
NATIONAL CAPITAL REGION

GEN. SOLANO ST., SAN MIGUEL, MANILA

May 30, 2024

**DR. JOCELYN DR. ANDAYA**  
Director IV  
Department of Education-NCR  
Bago Bantay, Quezon City



Dear **Director Andaya**:

This refers to the approval by the Department of Budget and Management of the creation of sixty-seven (67) Administrative Officer II (SG-11) for Elementary School (ES), Junior High School (JHS) and Senior High School (SHS) under the Department of Education-National Capital Region, details as follows:

Particulars	NOSCA Nos.	GMIS Org Unit	UACS Org Code	No. of Positions
<b>Division of Caloocan</b>				
Junior High School				
Caloocan Business High School	0012024-05-056	192.4	0913032	1
Horacio Dela Costa High School		96.1	0913017	1
Antonio Luna High School		99.2	0913006	1
Division of Caloocan - Senior High School		94.4	0813001	1
<b>Total</b>				<b><u>4</u></b>
<b>Division of San Juan City</b>				
Division of San Juan City - Elementary	0012024-05-057	222.2	0813014	2
Junior High School				
San Juan City Science High School		217.2	0913282	1
<b>Total</b>				<b><u>3</u></b>
<b>Division of Las Piñas City</b>				
Junior High School				
CAA National High School Annex	0012024-05-058	188.1	0913034	1
Las Piñas National High School - Gatchalian Annex		188.2	0913040	1
Las Piñas City Technical Vocational High School		187.8	0913269	1
Talon Village National High School		187.4	0913039	1
Equitable Village National High School		187.9	0913037	1
Las Piñas City National Science High School		187.5	0913036	1

Particulars	NOSCA Nos.	GMIS Org Unit	UACS Org Code	No. of Positions
<b>Total</b>				<b><u>7</u></b>
<b>Division of Malabon City</b>	0012024-05-059			
Division of Malabon - Elementary		223.1	0813004	1
Junior High School				
Malabon City National Science and Mathematics High School		193.4	0913278	1
Imelda Integrated Secondary School		193.12	0913281	1
Santiago Syjuco Memorial Integrated Secondary School		193.8	0913280	1
Concepcion Technical-Vocational School		193.11	0913057	1
Acacia National High School		193.9	0913065	1
<b>Total</b>				<b><u>6</u></b>
<b>Division of Mandaluyong</b>	0012024-05-064			
Division of Mandaluyong - Elementary	227	0813005	1	
<b>Total</b>				<b><u>1</u></b>
<b>Division of Manila</b>	0012024-05-065			
Division of Manila - Elementary		109	0813006	3
Junior High School				
Pres. Corazon Aquino High School-Manila High School Annex		112	0913253	1
<b>Total</b>				<b><u>4</u></b>
<b>Division of Marikina City</b>	0012024-05-066			
Junior High School				
Sta Elena High School		198.3	0913121	1
Industrial Valley Complex National High School		198.16	0913257	1
San Roque National High School	198.11	0913120	1	
<b>Total</b>				<b><u>3</u></b>
<b>Division of Muntinlupa City</b>	0012024-05-071			
Junior High School				
Muntinlupa National High School - Tunasan Annex		203.5	0913255	1
Muntinlupa Business High School - Sucat Annex		203.6 (New Org Code)	0913124	1
<b>Total</b>				<b><u>2</u></b>
<b>Division of Parañaque</b>	0012024-05-072			
Division of Parañaque - Elementary		226	0813009	3
Junior High School				
La Huerta National High School		208.4	0913137	1
Don Galo National High School		208.3	0913136	1
San Antonio High School Parañaque		208.7	0913270	1

Particulars	NOSCA Nos.	GMIS Org Unit	UACS Org Code	No. of Positions
Parañaque Science High School-PNHS Annex		208.5	0913138	1
Sto. Niño National High School		208.12	0913323	1
Tambo National High School		208.11	0913284	1
<b>Total</b>				<b>3</b>
<b>Division of Pasay City</b>	0012024-05-073			
Junior High School			7	
President Corazon 'Cory' C. Aquino National High School		150.3	0913260	1
Philippine National School for the Blind (Philippine School for the Blind)		145	0913155	1
Philippine School for the Deaf		144	0913156	1
<b>Total</b>				<b>3</b>
<b>Division of Pasig City</b>	0012024-05-067			
Junior High School				
Ugong Pasig National High School		210.37	0913259	1
Dela Paz High School		210.38	0913324	1
<b>Total</b>				<b>2</b>
<b>Division of Quezon City</b>	0012024-05-068			
Division of Quezon City - Elementary		152	0813013	4
Junior High School				
NOH-Sta. Lucia Senior High School		153.1 (New Org Code)	0913272	1
Novaliches High School (Main)		177	0913203	1
West Fairview High School		174.4	0913285	1
Leandro Locsin Integrated School		174.6	0913308	1
<b>Total</b>				
<b>Division of Taguig and Pateros</b>	0012024-05-069			
Division of Taguig City and Pateros - Elementary		225.1	0813015	1
Junior High School				
Fort Bonifacio High School - Tibagan High School Annex		147.2	0913047	1
Gen. Ricardo G. Papa, Sr. Memorial High School Annex		219.13 (New Org Code)	0913222	1
Pres. Diosdado Macapagal High School - Signal Village National High School Annex		219.14 (New Org Code)	0913226	1

Particulars	NOSCA Nos.	GMIS Org Unit	UACS Org Code	No. of Positions
Agripino Manalo National High School (same as Mayor Simplicio Manalo National High School)		219.7	0913219	1
<b>Total</b>				<b>5</b>
<b>Division of Valenzuela</b>				
Division of Valenzuela – Elementary		223	0813016	3
Junior High School				
Paso de Blas National High School		218.1	0913276	1
Disiplina Village - Bignay National High School		221.11	0913286	1
Veinte Reales National High School	0012024-05-070	221.13	0913288	1
Wawang Pulo National High School (Valenzuela NHS - Wawang Pulo Annex)		221.8	0913250	1
Justice Eliezer R. Delos Santos High School		209.1	0913277	1
Bagbaguin National High School		205.1	0913239	1
Division of Valenzuela - Senior High School		223.04	0813016	1
<b>Total</b>				<b>10</b>
<b>GRAND TOTAL</b>				<b>67</b>

Moreover, may we inform of the creation of the following organizational units in the Government Manpower Information System in view of the said creation:

Division Office	Junior High School	UACS Code	New Org Unit
Muntinlupa City	Muntinlupa Business High School - Sucat Annex	0913124	203.6
Quezon City	NOH-Sta. Lucia Senior High School	0913272	153.1
Taguig City and Pateros	Gen. Ricardo G. Papa, Sr. Memorial High School Annex	0913222	219.13
	Pres. Diosdado Macapagal High School - Signal Village National High School Annex	0913226	219.14

Pursuant to existing guidelines on the release of funds for FY 2024, only filled items will be given funding support. In this connection, the corresponding Special Allotment Release Orders (SAROs) and Cash Allocations to cover the above mentioned items shall be issued only upon submission of actual appointment papers of the incumbents.

The official copies of the said NOSCA's are released through the DBM Action Document Releasing System (ADRS), as provided under DBM Circular Letter No. 2022-11.

Thank you.

Very truly yours,

**RUBY P. MURO**  
Regional Director