

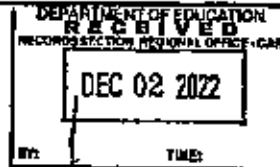


Republic of the Philippines

**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-2022-0438**



**TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION HRMOs  
ALL OTHERS CONCERNED**

**FROM : GLORIA LUMAMIL-MERCADO, Jr.**  
*Undersecretary for Human Resources and Organizational Development,  
National Educators Academy of the Philippines, and  
Teacher Education Council Secretariat*

**ATTY. REYVEL A. ESCOBEDO**  
*Undersecretary for Governance and Regional Operations*

**SUBJECT : RETURN TO SCHOOL ORDER FOR ADAS III and II CREATED IN  
FYs 2017 and 2019**

**DATE : 25 November 2022**

In FY 2017 and FY 2019, a total of 76 Administrative Assistant III (Senior Bookkeeper) and 4,866 Administrative Assistant II (Disbursing Officer II) items were created and deployed to support schools in performing financial-related tasks such as bookkeeping and disbursing of funds. This initiative was done to unload teachers from

and/or the Dep. educati

To add teaching ensure without ADAS II division

Kindly Decem

For que (02) 86

For you

Room 101, Rizal Hall Telephone Nos.: (43) Email Address: [ouhrod@deped.gov.ph](mailto:ouhrod@deped.gov.ph)

DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION

Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION

RECEIVED  
DEC 06 2022

December 6, 2022

To: Schools Division Superintendents  
All Others Concerned

For information, guidance, and immediate compliance. SDOs are directed to submit a report of compliance to this memorandum.

**ESTELA F. LEON- CARIÑO EAD, CESO III**  
Director IV/ Regional Director

For the Regional Director:

**FLORANTE E. VERGARA**  
Director III/ Assistant Regional Director

ADMTR/MAB/ amr/ mcr

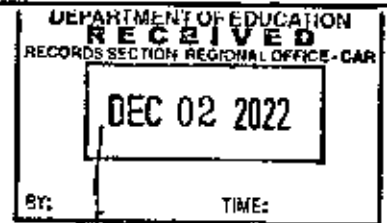


Republika ng Pilipinas

## Department of Education

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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
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MEMORANDUM  
DM-OUHROD-2022-0438



TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION HRMOs  
ALL OTHERS CONCERNED

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

*Revsee A. Escobedo*  
ATTY. REVSEE A. ESCOBEDO  
*Undersecretary for Governance and Regional Operations*

SUBJECT : RETURN TO SCHOOL ORDER FOR ADAS III and II CREATED IN  
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DATE : 25 November 2022

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To address the primary challenge on human resources in schools, particularly the non-teaching personnel, all Regional Offices and Schools Division Offices are instructed to ensure that the above-mentioned school items are deployed in nearby elementary schools without the following non-teaching positions (Administrative Officer II, ADAS III, and ADAS II). Please refer to **Annex A** for the allocation of these items per region and division.

Kindly provide this Office a report regarding this communication on or before **15 December 2022** using the attached template (**Annex B**).

For questions or clarifications, please contact BHROD-SED through landline number at **(02) 8633 - 5397** or email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

For your compliance.

**[DM-OUHROD-2022-0478] Return to School Order for ADAS III and II Created in FYs 2017 and 2019**Office of the Undersecretary for Human Resource and Organizational Development  
(OUHROD) <usec.hrod@deped.gov.ph>Fri, Dec 2, 2022 at  
1:01 PM

To: DepEd I Ilocos Region <region1@deped.gov.ph>, DepEd II Cagayan Valley Region <region2@deped.gov.ph>, DepEd III Central Luzon <region3@deped.gov.ph>, DepEd IVA CALABARZON <region4a@deped.gov.ph>, DepEd IVB MIMAROPA <mimaropa.region@deped.gov.ph>, DepEd V Bicol Region <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, DepEd VII Central Visayas <region7@deped.gov.ph>, DepEd VIII Eastern Visayas <region8@deped.gov.ph>, DepEd IX Zamboanga Peninsula <region9@deped.gov.ph>, DepEd X Northern Mindanao <region10@deped.gov.ph>, DepEd XI Davao Region <region11@deped.gov.ph>, DepEd XII Soccsksargen <region12@deped.gov.ph>, DepEd Region XIII- CARAGA <caraga@deped.gov.ph>, DepEd Cordillera Administrative Region <car@deped.gov.ph>, DepEd NCR <ncr@deped.gov.ph>, TOLENTINO AQUINO <tolentino.aquino@deped.gov.ph>, Benjamín Paragas <benjamin.paragas@deped.gov.ph>, may eclar <may.eclar@deped.gov.ph>, ALBERTO ESCOBARTE <alberto.escobarte@deped.gov.ph>, NICOLAS CAPULONG <nicolas.capulong@deped.gov.ph>, RD Gilbert Sadsad <gilbert.sadsad@deped.gov.ph>, RD-VIII Ramir Uytico <ramir.uytico@deped.gov.ph>, SALUSTIANO JIMENEZ <salustiano.jimenez@deped.gov.ph>, EVELYN FETALVERO <evelyn.fetalvero@deped.gov.ph>, RUTH FUENTES <ruth.fuentes@deped.gov.ph>, ARTURO BAYOCOT <arturo.bayocot001@deped.gov.ph>, ALLAN FARNAZO <allan.famazo@deped.gov.ph>, CARLITO ROCAFORT <carlito.rocafort@deped.gov.ph>, Gemma Ledesma <ma.ledesma002@deped.gov.ph>, ESTELA CARINO <estela.carino@deped.gov.ph>, Willie CABRAL <wilfredo.cabral@deped.gov.ph>

Cc: Andrea Lim <andrea.lim002@deped.gov.ph>, Anne Rachel Miguel <anne.miguel@deped.gov.ph>, Bureau of Human Resource and Organizational Development Office of the Director <bhrod.od@deped.gov.ph>, Carlo Lamasan <carlo.lamasan@deped.gov.ph>, DEXTER PANTE <dexter.pante@deped.gov.ph>, Jennifer Lopez <jennifer.lopez006@deped.gov.ph>, Jeric Francis Llanto <jeric.llanto@deped.gov.ph>, ROWENA DELA CRUZ <rowena.delacruz002@deped.gov.ph>, Rachel Malate <rachel.malate001@deped.gov.ph>, Ralph Escamis <ralph.escamis@deped.gov.ph>, SONIA SOBREMISANA <sonia.sobremisana@deped.gov.ph>, School Effectiveness Division <bhrod.sed@deped.gov.ph>, Sharon Ayala <sharon.ayala@deped.gov.ph>, Joergette Razielle Regadio <joergette.regadio@deped.gov.ph>

Dear All,

In FY 2017 and FY 2019, a total of **76 Administrative Assistant III** (Senior Bookkeeper) and **4,866 Administrative Assistant II** (Disbursing Officer II) items were created and deployed to support schools in performing financial-related tasks such as bookkeeping and disbursing of funds. This initiative was done to unload teachers from ancillary and/or non-teaching tasks and enable them to focus on quality instruction in pursuit of the Department's reform agenda under *Sulong Edukalidad* to pivot its focus on quality education.

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Thank you very much and please help us in improving our service by answering our survey form: <https://forms.gle/uNadBwKJqhhFstSb7>

Sincerely,




Office of the Undersecretary for Human Resource and Organizational Development,  
National Educators Academy of the Philippines,  
Teacher Education Council Secretariat, and  
DepEd Employees' Associations Coordinating Office  
Tel. No.: (02) 8633-7206 Telefax No.: (02) 8633-8494  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Ave., Pasig City 1600


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**3 attachments**

 **Deployment of ADAS Items - Consolidation Template.xlsx**  
11K

 **[DM-OUHROD-2022-0478] Return to School Order for ADAS III and II Created in FYs 2017 and 2019.pdf**  
72K

 **Allocation of ADAS Items to Schools.pdf**  
498K





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-2022-0478

TO : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**REGIONAL AND DIVISION HRMOs**  
**ALL OTHERS CONCERNED**

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

*Resentado*  
**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Governance and Regional Operations*

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DATE : 25 November 2022

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For your compliance.

Region	Division	FY 2017-2018			FY 2018-2019
		No. of ADAS III*	No. of ADAS II		No. of ADAS II
			IUs	Non-IUs	
CAR	Abra		5		5
CAR	Apayao		3		3
CAR	Baguio City	4	3	4	3
CAR	Benguet		11		11
CAR	Ifugao		6		12
CAR	Kalinga		4		
CAR	Mt. Province	1	9	1	9
CAR	Tabuk City		3		3
CARAGA	Agusan del Norte		7		7
CARAGA	Agusan del Sur		26		26
CARAGA	Bayugan City		5		5
CARAGA	Bislig City	1	3	1	3
CARAGA	Butuan City		12		12
CARAGA	Cabadbaran City		1		1
CARAGA	Dinagat Island		9		9
CARAGA	Siargao		7		7
CARAGA	Surigao City	2	4	2	4
CARAGA	Surigao del Norte		17		17
CARAGA	Surigao del Sur	1	28	1	28
CARAGA	Tandag City		3		3
NCR	Caloocan City		15		15
NCR	City of San Juan		1		1
NCR	Las Piñas City		5		5
NCR	Makati City		9		9
NCR	Malabon City		6		6
NCR	Mandaluyong City		7		6
NCR	Manila		32		7
NCR	Marikina City		4		32
NCR	Muntinlupa City		3		4
NCR	Navotas		6		3
NCR	Paranaque City		3		3
NCR	Pasay City	1	16	1	6
NCR	Pasig City				10
NCR	Quezon City		46		46
NCR	Taguig		9		9
NCR	Valenzuela City		11		11
Region I	Alaminos City		4		4
Region I	Batac City		2		2
Region I	Candon City		1		1
Region I	Dagupan City	1	2	1	2
Region I	Ilocos Norte		26		5
Region I	Ilocos Sur		13		8
Region I	La Union		15		15
Region I	Laoag City		4		4

Region I	Pangasinan I, Lingayen	1	38	1	38
Region I	Pangasinan II, Binalonan	2	30	2	30
Region I	San Carlos City		5		5
Region I	San Fernando City		1		1
Region I	Urdaneta City	1	3	1	3
Region I	Vigan City		1		1
Region II	Batanes		3		3
Region II	Cagayan		21		21
Region II	Cauayan City		2		2
Region II	City of Ilagan		4		
Region II	Isabela	2	43	2	
Region II	Nueva Vizcaya		16		16
Region II	Quirino		7		7
Region II	Santiago City		4		4
Region II	Tuguegarao City		3		3
Region III	Angeles City		6		6
Region III	Aurora		10		10
Region III	Balanga City	1	1	1	1
Region III	Bataan		18		18
Region III	Bulacan	1	57	1	57
Region III	Cabanatuan City	1	6	1	6
Region III	City of San Jose Del Monte		6		6
Region III	Gapan City		5		5
Region III	Mabalacat City		6		6
Region III	Malolos City	1	2	1	2
Region III	Meycauayan City		1		1
Region III	Munoz Science City		2		2
Region III	Nueva Ecija		50		50
Region III	Olongapo City		6		6
Region III	Pampanga	1	57	1	57
Region III	San Fernando City		2		2
Region III	San Jose City		1		1
Region III	Tarlac		26		26
Region III	Tarlac City		5		5
Region III	Zambales		25		25
Region IV-A	Antipolo City		10		10
Region IV-A	Bacoor City		2		2
Region IV-A	Batangas		50		50
Region IV-A	Batangas City		7		7
Region IV-A	Binan City		5		5
Region IV-A	Cabuyao City				
Region IV-A	Calamba City		11		11
Region IV-A	Cavite		41		41
Region IV-A	Cavite City		2		2
Region IV-A	Dasmaringas City		8		8
Region IV-A	General Trias City		2		



Region IV-A	Imus City				13
Region IV-A	Laguna		36		35
Region IV-A	Lipa City		12		12
Region IV-A	Lucena City		4		4
Region IV-A	Quezon		56		56
Region IV-A	Rizal		45		45
Region IV-A	San Pablo City	1	6	1	6
Region IV-A	Sta. Rosa City		6		6
Region IV-A	Tanauan City		7		7
Region IV-A	Tayabas City		1		1
Region IV-B	Calapan City	2	3	2	3
Region IV-B	Marinduque		6		6
Region IV-B	Occidental Mindoro	1	16	1	16
Region IV-B	Oriental Mindoro		31		31
Region IV-B	Palawan		26		4
Region IV-B	Puerto Princesa City		4		26
Region IV-B	Romblon		20		20
Region IX	Dapitan City	1	2	1	2
Region IX	Dipolog City	2	5	2	5
Region IX	Isabela City	2	2	2	6
Region IX	Pagadian City	1	7	1	7
Region IX	Zamboanga City	3	13	3	13
Region IX	Zamboanga del Norte	10	12	10	12
Region IX	Zamboanga del Sur	13	12	13	12
Region IX	Zamboanga Sibugay	1	16	1	16
Region V	Albay		37		37
Region V	Camarines Norte	1	22	1	22
Region V	Camarines Sur	2	62	2	62
Region V	Catanduanes	2	12	2	12
Region V	Iriga City		5		12
Region V	Legaspi City		6		6
Region V	Ligao City		4		4
Region V	Masbate	2	20	2	20
Region V	Masbate City	1	2	1	2
Region V	Naga City		6		6
Region V	Sorsogon	1	26	1	26
Region V	Sorsogon City	1	5	1	5
Region V	Tabaco City	1	5	1	5
Region VI	Aklan		46		46
Region VI	Antique		46		46
Region VI	Bacolod City		15		15
Region VI	Bago City		7		7
Region VI	Cadiz City		8		8
Region VI	Capiz		42		42
Region VI	Escalante City		6		6
Region VI	Guimaras		13		13

Region VI	Himamaylan City				
Region VI	Iloilo		120		
Region VI	Iloilo City	1	8	1	3
Region VI	Kabankalan City		10		8
Region VI	La Carlota City		3		3
Region VI	Negros Occidental		64		64
Region VI	Passi City		2		3
Region VI	Roxas City		8		8
Region VI	Sagay City		5		5
Region VI	San Carlos City		4		4
Region VI	Silay City		2		2
Region VI	Sipalay City				
Region VII	Bais City		1		1
Region VII	Bayawan City		3		3
Region VII	Bogo City		1		1
Region VII	Bohol		54		54
Region VII	Carcar City		3		3
Region VII	Cebu	1	50	1	50
Region VII	Cebu City		15		15
Region VII	City of Naga, Cebu		2		2
Region VII	Danao City		3		3
Region VII	Dumaguete City		4		4
Region VII	Guihulngan City		3		3
Region VII	Lapu-Lapu City		8		8
Region VII	Mandaue City		8		8
Region VII	Negros Oriental	1	18	1	18
Region VII	Siquijor		5		5
Region VII	Tagbilaran City		4		4
Region VII	Talisay City		6		2
Region VII	Tanjay City		4		4
Region VII	Toledo City	1	4	1	4
Region VIII	Baybay City		1		1
Region VIII	Biliran		6		6
Region VIII	Borongan City		2		2
Region VIII	Calbayog City		1		1
Region VIII	Catbalogan City	1	1	1	1
Region VIII	Eastern Samar		12		12
Region VIII	Leyte		8		8
Region VIII	Maasin City		1		1
Region VIII	Northern Samar		19		19
Region VIII	Ormoc City		2		2
Region VIII	Samar (Western Samar)		9		9
Region VIII	Southern Leyte		3		3
Region VIII	Tacloban City		8		8
Region X	Bukidnon		2		2
Region X	Cagayan de Oro City				

Region X	Camiguin		1		1
Region X	El Salvador				
Region X	Gingoog City				
Region X	Iligan City		12		6
Region X	Lanao del Norte		5		5
Region X	Malaybalay City		1		1
Region X	Misamis Occidental		3		3
Region X	Misamis Oriental		9		9
Region X	Oroquieta City		1		1
Region X	Ozamis City		3		3
Region X	Tangub City		1		1
Region X	Valencia City		1		1
Region XI	Davao City	1	36	1	36
Region XI	Davao De Oro		17		17
Region XI	Davao del Norte		11		11
Region XI	Davao del Sur		12		12
Region XI	Davao Occidental		7		4
Region XI	Davao Oriental		4		7
Region XI	Digos City		1		1
Region XI	Island Garden City of Samal		3		5
Region XI	Mati City		10		10
Region XI	Panabo City		5		5
Region XI	Tagum City		7		7
Region XII	General Santos City		8		8
Region XII	Kidapawan City		3		13
Region XII	Koronadal City		3		3
Region XII	North Cotabato		20		20
Region XII	Sarangani		13		13
Region XII	South Cotabato		7		7
Region XII	Sultan Kudarat		13		13
Region XII	Tacurong City		2		2
<b>Total</b>			<b>76</b>	<b>2476</b>	<b>76</b>
					<b>2302</b>

\*Deployed at Non-IUs

\*\*12 ADAS II Items under Cotabato City, BARMM