



NOV 27 2022

DepEd Cordillera Administrative Region <car@deped.gov.ph>

**[Advance Information] Online Orientation on the FY 2022 Deployment of Administrative Officer II (AO II) Items**

School Effectiveness Division <bhrod.sed@deped.gov.ph> Thu, Oct 27, 2022 at 1:10 PM  
To: DepEd Ilocos Region <region1@deped.gov.ph>, DepEd II Cagayan Valley <region2@deped.gov.ph>, DepEd Region XIII CARAGA <caraga@deped.gov.ph>, DepEd Cordillera Administrative Region <car@deped.gov.ph>, Department of Education Regional Office III <region3@deped.gov.ph>, DepEd RO-IX ZamPen <region9@deped.gov.ph>, DepEd XII Soccsksargen <region12@deped.gov.ph>

Good day!

The Department of Education continues its pursuit towards the achievement of the continuing reform initiative under *Sulong Edukalidad*, which is to pivot from access to quality education by providing adequate non-teaching personnel in all public schools to unload teachers from ancillary tasks so that they can focus on classroom instruction.

In this connection, this Department, through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED), deployed **9,813 Administrative Officer (AO) II items in FYs 2020 and 2021** in select elementary and junior secondary schools nationwide.

This FY 2022, another **five thousand (5,000) AO II items were created and deployed** in select schools indicated in the Deployment List attached to the OUHROD Memorandum **DM-OUHROD-2022-0191** or the **Deployment of Administrative Officer II Items to Public Elementary and Secondary Schools for FY 2022**.

Given this, an Online Orientation shall be conducted by the BHROD-SED **on November 4, 2022, from 8:00 AM to 2:00 PM** to discuss the following: a) intent of the deployment of the AO II items; b) job description of the AO II position; c) procedures of deployment; and d) SDO support to schools.

The said online orientation shall be conducted via MS Teams with details as follows:

Time and Date	Target Participants	Orientation Link
8:00AM – 2:00PM November 4, 2022	<ul style="list-style-type: none"> <li>Concerned Regional Human Resource Management Officer</li> <li>Concerned Division Human Resource Management Officer</li> </ul>	<a href="https://bit.ly/FY2022AO2Deployment_Orientation">https://bit.ly/FY2022AO2Deployment_Orientation</a>

Kindly see Annex A for the indicative Program of Activities. For **confirmation of attendance, please accomplish this online form: [https://bit.ly/FY2022Deployment\\_Confirmation](https://bit.ly/FY2022Deployment_Confirmation) on or before October 31, 2022.**

For questions and concerns, please coordinate with Mr. Jeric Francis C. Llanto of BHROD-SED at (02) 8633-5397 or email at [support.nsp@deped.gov.ph](mailto:support.nsp@deped.gov.ph).



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

October 28, 2022

To: **Schools Division Superintendents**  
**All Others Concerned**

For information, guidance, and dissemination.

**ESTELA P. LEON- CARIÑO EdD, CESO III**  
Director IV/ Regional Director

For the Regional Director:

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

ADMIN/MAB/esa/ntf



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-2022-0282

TO : **REGIONAL DIRECTORS of DEPED CAR, REGIONS I, II, III, IX, XII, AND XIII**  
**CONCERNED SCHOOLS DIVISION SUPERINTENDENTS**

ATTN : **CONCERNED REGIONAL AND DIVISION HUMAN RESOURCE MANAGEMENT OFFICERS**

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

SUBJECT : **ONLINE ORIENTATION ON THE DEPLOYMENT OF FY 2022 ADMINISTRATIVE OFFICER (AO) II ITEMS**

DATE : 26 October 2022

The Department of Education continues its pursuit towards the achievement of the continuing reform initiative under *Sulong Edukalidad*, which is to pivot from access to quality education by providing adequate non-teaching personnel in all public schools to unload teachers from ancillary tasks so that they can focus on classroom instruction.

In this connection, this Department, through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED), deployed **9,813 Administrative Officer (AO) II items in FYs 2020 and 2021** in select elementary and junior secondary schools nationwide.

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<b>8:00AM – 2:00PM</b> <b>November 4, 2022</b>	<ul style="list-style-type: none"><li>• <b>Concerned Regional Human Resource Management Officer</b></li><li>• <b>Concerned Division Human Resource Management Officer</b></li></ul>	<b><a href="https://bit.ly/FY2022AO2_Deployment_Orientation">https://bit.ly/FY2022AO2_Deployment_Orientation</a></b>

Kindly see Annex A for the indicative Program of Activities. For **confirmation of attendance, please accomplish this online form: [https://bit.ly/FY2022Deployment\\_Confirmation](https://bit.ly/FY2022Deployment_Confirmation) on or before October 31, 2022.**

For questions and concerns, please coordinate with Mr. Jeric Francis C. Llanto of BHRD-SED at (02) 8633-5397 or email at [support.nspp@deped.gov.ph](mailto:support.nspp@deped.gov.ph).

*For your information and appropriate action.*

*[BHRD-SED/Llanto]*

## ANNEX A

### Program for the Online Orientation on the Deployment of FY 2022 Administrative Officer II(AO II) Items

To be conducted via MS Teams

#### Statement of Purpose:

The Orientation *aims* to discuss the:

1. Objectives of the deployment of AO II items
2. Key Results Areas (KRAs) and Job Description of AO II position
3. Procedures of the Deployment
4. Support of SDOs to schools
5. Other concerns related to the Deployment of AO II

START	END	ACTIVITY
8:00AM	9:00AM	Registration
9:00AM	9:30AM	National Anthem
		Prayer
		Recognition of Participants
		Opening Remarks <b>Anne Rachel C. Miguel</b> <b>Director IV, BHROD</b>
9:30AM	10:00AM	House Norms
		Orientation Overview
		Statement of Purpose
9:30AM	10:00AM	Context on the Deployment of AO II <b>Dexter N. Pante</b> <b>Chief, SED-BHROD</b>
10:00AM	10:15AM	<b>BREAK</b>
10:15AM	12:00NN	Orientation Proper <b>Jeric Francis C. Llanto</b> <b>BHROD-SED</b>
12:00NN	1:00PM	<b>LUNCH</b>
1:00PM	1:30PM	OPEN FORUM
1:30PM	2:00PM	Closing Activity