



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

OFFICE MEMORANDUM

No. 013 s. 2026

TO: **GRACE S. PAGUNSAN**
JENNIFER C. ALVAREZ
Chiefs, Unit and Section Heads
All Others Concerned

Administrative Office V
Administrative Officer IV

FROM: 
MARGARITO A. CADAYONA, JR. PhD CESO VI
Schools Division Superintendent



DATE: February 18, 2026

SUBJECT: **ADVICE ON STRICT IMPLEMENTATION OF FY 2020 TO FY 2025
ADMINISTRATIVE OFFICER II DEPLOYMENT**

1. In response to DM-OUHROD-2025-0867, the Administrative Officer V and the Administrative Officer IV (HRMO) of this Schools Division Office attended the online orientation on the **Deployment Guidelines of New School-Based Administrative Officer II (AO II) Positions to Public Elementary and Secondary Schools for FY 2025** contained in DM-OUHROD-2025-0866.
2. In the said online Orientation, the Deployment Parameters and Procedures were clarified and the use of the Online Non-Teaching Deployment Monitoring Tool for school-based AO II positions created from FYs 2020-2025 was emphasized by the BHROD-SED of DepEd Central Office. Later, the SDO Final Deployment Report as output was submitted to DepEd Central Office through the Regional HRMO.
3. In this connection, the SDO Administrative Officer V and the SDO Administrative Officer IV (HRMO) are hereby sternly advised to strictly implement the deployment of the FY 2020 to FY 2025 Administrative Officers II to their respective school stations as reported.
4. If the services of the newly promoted school-based Administrative Officers II are still needed in the SDO unit or section awaiting personnel replacement, the Administrative Officer V and the Administrative Officer IV (HRMO) may adopt the 3-2 Work Reporting Scheme during the transition period after consultation with and approval of the school heads concerned.
5. Moreover, to expedite the full deployment of the Administrative Officers II to the field, the SDO Administrative Officer V shall intensively review each unit and section workforce requirement, submit the review result to the SDS Office not later than March 13, 2026, and recommend for SDS approval a workforce augmentation scheme for the SDO operational structure if the existing workforce under the DepEd Rationalization Program is found insufficient.
6. SDO functional division chiefs, unit and section heads as well as office personnel are very highly encouraged to support the effort of this Office to comply with the guidelines contained in DM-OUHROD-2025-0866 to avoid the administrative consequences for noncompliance thereof.