



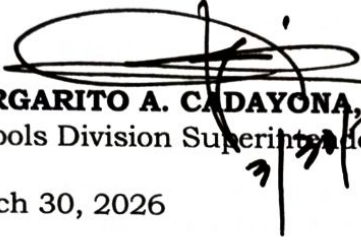
Republic of the Philippines  
**Department of Education**  
Region VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

**OFFICE MEMORANDUM**

No. 020 . S. 2026

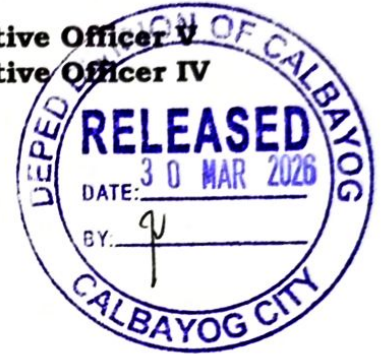
TO: **GRACE S. PAGUNSAN**  
**JENNIFER C. ALVAREZ**

**Administrative Officer V**  
**Administrative Officer IV**

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

DATE: March 30, 2026

SUBJECT: **ACTION REQUIRED - Compliance with Office Memo No 013 s. 2026**



1. Office Memorandum No. 013 s. 2026 re: *Advice on Strict Implementation of FY 2020 to FY 2025 Administrative Officer II Deployment* carries mandatory action items such as urgent deployment of school-based Administrative Officers II working at the Division Office and submission of SDO workforce review with recommendation for workforce augmentation when additional personnel are found needed.
2. In relation to it, the job descriptions of the Administrative Officer V and of the Administrative Officer IV include the following:
  - a. For Administrative Officer V –
    - i. Administrative Policies and Guidelines: *Implement Administrative guidelines and issuances from CO, RO and government oversight agencies and recommend other issuances and guidelines relevant to the SDO.*
    - ii. Personnel Administration: *Review and recommends all pertinent personnel actions for the approval of the SDS.*
  - b. For Administrative Officer IV (Personnel) –
    - i. Personnel Actions: *Recommend actions to the SDS through the AOV to enforce personnel policies and regulations.*
3. It is observed that no positive actions have been taken by the administrative officers since the issuance of Office Memorandum No. 013 s. 2026 on February 18, 2026.
4. It is sternly advised that the mandatory action items explicitly desired in the previous Office Memorandum be complied with within three (3) working days from the issuance of this Memorandum to avoid administrative consequences.



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 BHRD-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.

