



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

23 March 2023

DIVISION MEMORANDUM
OSDS No. **030**, s. 2023

AREAS OF ASSIGNMENT OF ADMNISITRATIVE OFFICER II, ADMINISTRATIVE
ASSISTANT III, AND ADMINISTRATIVE ASSISTANT II

To: Schools Division
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary Schoolheads
All Others Concerned

1. In reference to **Section 7.e** of the **Republic Act 9155 or the Governance of Basic Education Act of 2001**, which states, “a core of non-teaching staff shall handle the school’s administrative, fiscal, and auxiliary services”, this division shall ensure deployment of its non-teaching personnel (Administrative Officer II, Administrative Assistant III and II) to either schools, cluster of schools or districts.
2. This initiative aims to support schools by unloading teachers from doing ancillary services and administrative tasks.
3. Attached is the areas of assignment of each administrative officers II, administrative assistant III and administrative assistant II.
4. To ensure smooth implementation of this memorandum section/unit heads shall conduct on boarding sessions and technical assistance in the areas of human resource, supply management, and finance.
5. In addition, school heads or designated teachers shall ensure smooth transition and turnover of documents and responsibilities to assigned non-teaching personnel.
6. Non-teaching personnel who will be transferred to a different school/district shall start processing for school/district/division clearance. Thus, the deadline on the completion of clearance is on **April 3, 2023**.
7. Further, a special order on the assignment area shall be issued effective **April 3, 2023** to each of the affected non-teaching personnel upon completion of clearance.
8. For more information and inquiry on this memorandum, you may contact Arlene L. Albuna, HRMO II through Messenger or at 09051991272/083- 2283742.

[Signature]
SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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9. Immediate dissemination of this memorandum is directed.

RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT EMPLOYMENT HIRING

ALA/DM- deployment of newly hired administrative officer II to schools
0000/March 23, 2023

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