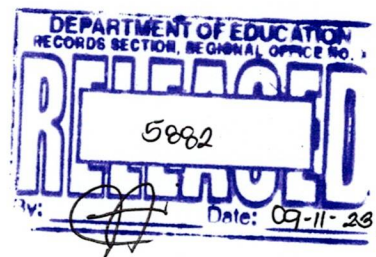




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO



September 4, 2023.

REGIONAL MEMORANDUM

No. 0491, s. 2023

SECOND REITERATION OF THE RETURN TO SCHOOL ORDER
 FOR ADMINISTRATIVE OFFICER (AO) II AND ADMINISTRATIVE ASSISTANTS
 (ADAS) II AND III

To: Schools Division Superintendents
 All Others Concerned

1. This Office reminds and directs the Schools Division Offices (SDOs) to comply with **Regional Memorandum No. 0417, s. 2023** titled **Reiteration of the Return to School Order for ADAS III and II Created in FYs 2017 and 2019**.
2. **All SDOs shall transfer/deploy the Administrative Officer (AO) II, ADAS II (Disbursing Officer) and ADAS III (Senior Bookkeeper) personnel currently stationed in SDOs and/or Districts to nearby elementary schools without non-teaching positions, such as Administrative Officer II, ADAS III, and ADAS II, immediately.**
3. The objective of the deployment of these school-based AO II, ADAS II and ADAS III items is to unload teachers from doing administrative tasks.
4. The SDOs shall update the deployment status of the AO II, ADAS II and ADAS III personnel using the attached template in excel format and submit the same at **hrdd.region10@deped.gov.ph** on or before **September 8**. The RO shall then consolidate and submit the SDOs' reports to **bhrod.sed@deped.gov.ph**.
5. This Office directs the immediate and strict compliance with this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
 Regional Director

ATCH.: As stated
 To be indicated in the Perpetual Index
 under the following subject:

DEPLOYMENT

HRDD/becky



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Effectivity	04.03.23	Page	1 of 2



Attachment to Regional Memorandum no. 0491, s. 2023

**DEPLOYMENT OF ADMINISTRATIVE OFFICER II AND ADMINISTRATIVE ASSISTANT ITEMS (ADAS II and ADAS III)
Created in FYs 2017 and 2019**

SDO: _____

A. AO II

Name of AO II	Item number	Where the Personnel is now Stationed	
		School Name	School ID

B. ADAS II

Name of ADAS II	Item number	Where the Personnel is now Stationed	
		School Name	School ID

C. ADAS III

Name of ADAS III	Item number	Where the Personnel is now Stationed	
		School Name	School ID

Prepared by:

Approved by:

Signature over Printed Name
Designation

Date: _____

Signature over Printed Name
Schools Division Superintendent

Date: _____