



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 27, 2024

REGIONAL MEMORANDUM

No. **236** s. 2024

**RETURN TO SCHOOL ORDER FOR ALL SCHOOL-BASED NON-TEACHING
PERSONNEL CREATED IN FISCAL YEAR (FY) 2017-2019
AND FY 2020-2023**

To: Schools Division Superintendents
All Others Concerned

- Attached is Memorandum DM-OUHROD-2024-0270 with the subject: **Return to School Order for all School-Based Non-Teaching Personnel Created in Fiscal Year (FY) 2017-2019 AND FY 2020-2023.**
- Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director 

Enclosure: As stated

Reference: As stated

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

NON-TEACHING PERSONNEL ORDER SCHOOL-BASED

AD-PS-EDR



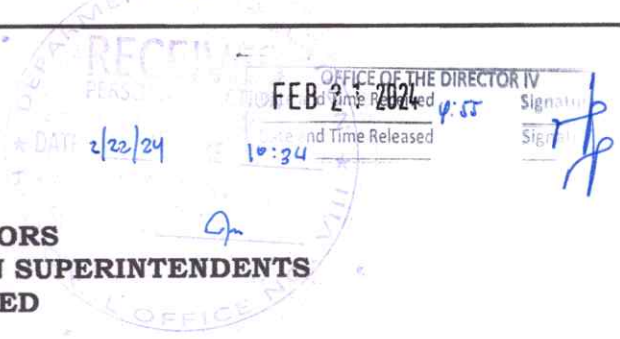


Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2024-0270



TO : ALL REGIONAL DIRECTORS
 ALL SCHOOLS DIVISION SUPERINTENDENTS
 ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Regional Director
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : **RETURN TO SCHOOL ORDER FOR ALL SCHOOL-BASED NON-TEACHING PERSONNEL CREATED IN FISCAL YEAR (FY) 2017-2019 AND FY 2020-2023**

DATE : 21 February 2024

On 30 January 2024, the Department of Education (DepEd) issued **DM-OUHROD-2024-0123**, or the *Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School Teachers Pursuant to DepEd Order No. 002, s. 2024*, which provided guidelines and instructions to Regional Offices (ROs) and Schools Division Offices (SDOs) on the support needed by schools to abide according to provisions of **DO 002, s. 2024**.

In support of this endeavor, **the Department hereby instructs all ROs and SDOs to ensure that all school-based non-teaching personnel detailed in other offices are deployed in their assigned schools.**

Specific to this instruction, **the following school-based non-teaching personnel must immediately report and permanently be stationed at their schools:**

1. All Administrative Assistant III (**ADAS III**) and Administrative Assistant II (**ADAS II**) created in FY 2017-2019; and



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
 Telephone Nos.: 8637-7206
 Email Address: usec.hrod@deped.gov.ph
 Website: <https://www.deped.gov.ph>

Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	1 of 2



DLB emm
2/21/24

2. All Administrative Officer II (**AO II**) and Project Development Officer I (**PDO I**) created in FY 2020-2023.

This Memorandum is consistent with DM-OUHROD-2024-0123 which states that “*Non-teaching personnel intended for schools still stationed in SDOs shall be immediately deployed.*” Furthermore, this **Return to School Order** shall strengthen the mechanisms intended to provide administrative support that schools need to enable teachers to focus on quality instruction and provide manpower complement in all public schools.

Failure to comply with this Memorandum **shall be dealt with accordingly.**

For your immediate and strict compliance.

Copy furnished:

ATTY. MICHAEL WESLEY T. POA
Undersecretary and Chief of Staff

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations