



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 242 s. 2024

**PROPOSED ASSIGNMENTS SCHEDULE OF SCHOOL-BASED
NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. Pursuant to **DepEd Order 2, s. 2024** or the "*Immediate Removal of Administrative Task of Public School Teachers*" and **DM PHROD-2020-00235** or the "*Approval and Deployment of the Administrative Officer II items for Elementary Schools*" which provides that in view of the limited AO II items approved for FY 2020 and in order to maximize the availability of items, the Schools Division may allocate AO items as shared services catering to a District or a cluster of nearby schools without existing administrative items.
2. The Department of Education with its MATATAG Agenda is continuously making efforts to increase the number of non-teaching workforce in public schools. However, there are still schools in this division that lack Administrative Officer II, Project Development Officer I and Administrative Assistant II and III positions.
3. While the creation of additional positions is still being worked-out, this Office clustered the schools to maximize the services of the limited number of non-teaching school personnel deployed within this division.
4. To ensure equal treatment of all school assignments, non-teaching personnel with two (2) or more schools are requested to submit to the HRMO a copy of their proposed schedules using the attached format. (Annex A)
5. The proposed schedules are expected to be submitted to this office on or before August 9, 2024.

6. Immediate and widest dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent



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Annex A: Format of Proposed Schedule

- a. For Personnel with 2 schools- personnel must be able to report to two (2) schools 10 times each per month.

Weeks of the Month	Monday	Tuesday	Wednesday	Thursday	Friday
1	School 1	School 1	School 2	School 2	School 1
2	School 2	School 2	School 1	School 1	School 2
3	School 2	School 2	School 2	School 1	School 1
4	School 1	School 1	School 1	School 2	School 2

- b. For Personnel with 3 schools- personnel must be able to report in three (3) schools 20 times each per quarter

Weeks of the Month	Monday	Tuesday	Wednesday	Thursday	Friday
Month 1					
1	School 1	School 1	School 2	School 2	School 3
2	School 2	School 2	School 3	School 3	School 1
3	School 3	School 3	School 1	School 1	School 2
4	School 1	School 1	School 2	School 2	School 3
Month 2					
1	School 2	School 2	School 3	School 3	School 1
2	School 3	School 3	School 1	School 1	School 2
3	School 1	School 1	School 2	School 2	School 3
4	School 2	School 2	School 3	School 3	School 1
Month 3					
1	School 3	School 3	School 1	School 1	School 2
2	School 1	School 1	School 2	School 2	School 3
3	School 2	School 2	School 3	School 3	School 1
4	School 3	School 3	School 1	School 1	School 2



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- c. For Personnel with 6 schools – personnel must be able to report in five (5) schools 10 times each per quarter

Weeks of the Month	Monday	Tuesday	Wednesday	Thursday	Friday
Month 1					
1	School 1	School 2	School 3	School 4	School 5 & 6
2	School 2	School 3	School 4	School 5	School 6 & 1
3	School 3	School 4	School 5	School 6	School 1 & 2
4	School 4	School 5	School 6	School 1	School 2 & 3
Month 2					
1	School 5	School 6	School 1	School 2	School 3 & 4
2	School 6	School 1	School 2	School 3	School 4 & 5
3	School 1	School 2	School 3	School 4	School 5 & 6
4	School 2	School 3	School 4	School 5	School 6 & 1
Month 3					
1	School 3	School 4	School 5	School 6	School 1 & 2
2	School 4	School 5	School 6	School 1	School 2 & 3
3	School 5	School 6	School 1	School 2	School 3 & 4
4	School 6	School 1	School 2	School 3	School 4 & 5

Prepared by:

AO II/PDO I/ADAS II/ADAS III

Noted:

All Principal Concerned

Reviewed by:

Greatest Veng C. Molina
 Administrative Officer IV

Atty. Kim R. Tagorda
 Administrative Officer V

Approved by:

VILMA D. EDA, CESO V
 Schools Division Superintendent



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