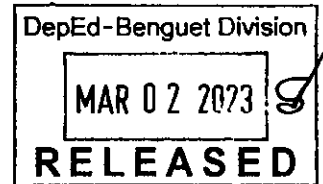




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**



March 2, 2023

**DIVISION MEMORANDUM**

No. 67 s.2023

**TRANSITION BEFORE DEPLOYMENT OF PROMOTED  
ADMINISTRATIVE OFFICER II PERSONNEL**

1. Pursuant to the 2018 Act promoting Ease of Doing Business and Efficient Delivery of Government Services embodied in RA No. 11032 and relative to the deployment of Administrative Officer II personnel in identified public elementary schools, this Office provides reminders for the consideration of affected elementary schools.
2. Newly appointed personnel holding AO II positions have already been deployed to their respective school assignments. However, for promoted Administrative personnel stationed in the Schools Division Office and in many secondary and elementary schools, they shall be deployed as soon as the new Administrative positions have already been filled in.
3. This measure is in consonance with the provision of RA 11032 mandating Government Offices to render fast, efficient, convenient and reliable service. Efficient delivery of services in the SDO and affected schools shall be compromised with the sudden movement of the promoted Administrative personnel; hence smooth transition is being undertaken before they shall all be deployed.
4. In connection, this Office requests affected schools to refrain from giving school-related tasks to the concerned AO II personnel who are not yet in their school stations. They are still occupied with accomplishing their current work loads in preparation also for a smooth transition when the incoming Administrative personnel would have been appointed.
5. Immediate dissemination of and compliance with this Memorandum is directed.

**GLORIA B. BUYA-AO**  
Schools Division Superintendent

OSDS/ GBB/ cfm/ abd



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