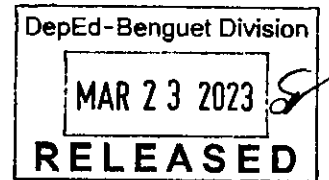




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



March 22, 2023

DIVISION MEMORANDUM

No. 95 s.2023

**DEPLOYMENT OF PROMOTED ADMINISTRATIVE OFFICER II PERSONNEL
IN THE SCHOOLS**

1. Relative to the deployment of promoted Administrative Officer II personnel in the schools, this Office reminds affected schools to start preparing for the smooth turn-over of their outgoing and incoming non-teaching personnel so that at least by the second or third week of April, the newly promoted AO II personnel would have been in their new school stations.
2. Moreover, School Heads shall ensure that outgoing non-teaching personnel are cleared of property and monetary accountabilities and that government-issued non-expendable property shall be left to the school for use of the incoming personnel.
3. Part of the turn-over should be an orientation given to the incoming personnel on expected knowledge, skills, behavior that would be beneficial to the smooth implementation of PAPs in the schools.
4. For schools that have not yet conducted initial assessment of applicants for vacated items of outgoing non-teaching personnel, please facilitate the process to expedite appointments.
5. Immediate dissemination of and compliance with this Memorandum is directed.


GLORIA B. BUYA-AO
Schools Division Superintendent

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