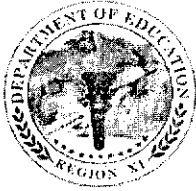


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Republika ng Pilipinas  
KAGAWARAN NG EDUKASYON  
Rehiyon XI  
Lungsod ng Davao  
Tanggapan Panrehiyon



Address: F. Torres Street, Davao City (8000)  
Telefax No. (082) 225-0816

**REGIONAL MEMORANDUM**

No. 192, s. 2018

TO : Schools Division Superintendents/ OIC-SDS  
Asst. Schools Division Superintendents/ OIC-ASDS

FROM :   
**ATTY. ALBERTO T. ESCOBARTE, CESO III**  
Regional Director

SUBJECT : Reminder on the Proper Deployment of Additional Items for Non-Teaching Positions

DATE : October 15, 2018

This has reference to the Memorandum No. DM-OUFDA-2018-019 dated September 24, 2018 from Usec. Victoria L. Medrana-Catibog, Undersecretary, Finance-Disbursements and Accounting, DepEd Central Office, relative to the Reminder on the Proper Deployment of Additional Items for Non-Teaching Positions, specifically the Administrative Assistant (AdAs) III and AdAs II, deployed to the Schools Division Offices (SDOs) and Implementing Units (IUs) for accounting and other finance related tasks.

If any of the above positions have been filled up and assigned to other than finance-related tasks, please cause the re-assignment of the personnel hired to the appropriate finance unit.

For immediate dissemination and strict compliance.

Incl: as stated

ROA5/PS/jtg

DEPARTMENT OF EDUCATION ROXI  
RECORDS SECTION  
**RELEASED**  
By: J. B. ...  
Date: 10/16/18 Time: 6:59 AM



Republic of the Philippines  
**Department of Education**

365922

**Tanggapan ng Pangalawang Kalihim**  
*Office of the Undersecretary*

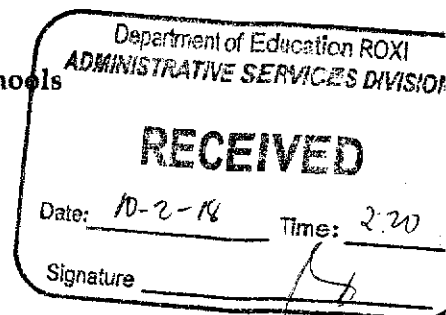
MEMORANDUM DM-OUFDA-2018-019

**FOR:** All Regional Directors  
All Schools Division Superintendents  
All School Heads of Implementing Unit Schools  
All Others Concerned

**FROM:** VICTORIA L. MEDRANA CATIBOG  
*Undersecretary*

**SUBJECT:** Reminder on the Proper Deployment of Additional Items for  
Non-teaching Positions

**DATE:** September 24, 2018



On June 22, 2017, a total of 8,002 Administrative Assistant (ADAS) III and ADAS II were approved and deployed to the Schools Divisions Offices (SDOs) and Implementing Units (IUs).

Please be reminded that these additional items were originally planned and designed to particularly handle accounting and bookkeeping, personnel and payroll, property custodianship, Automatic Payroll Deduction System (APDS), Authorized Approving Officer (AAO) and verifier for Government Service Insurance System (GSIS) and Private Lending Institution (PLI) loans, Government Assistance and Subsidies (GAS) Program validation and other related tasks.

This is also in connection with the move to further decentralize office functions for a more efficient, economical and effective delivery of services for the following major processes/activities:

- 1) payroll processing and its attendant activities like remittances and certification of deductions from the Regional Payroll Services Unit (RPSU) to divisions and implementing unit schools;
- 2) some centrally-managed funds to divisions and implementing unit schools (ex. SHS MOOE);

*ulmed*  
*9/25/18*

- 3) other centrally/regionally managed funds/activities that may further be identified for decentralization.

These items cannot be assigned to any non-finance related tasks and all SDOs and IUs are requested to properly assign the said items to finance related tasks ONLY, as identified in this memorandum. If any have been filled up and assigned to other than finance-related tasks, please cause the reassignment of the personnel hired to the appropriate finance unit.

For any clarification, all concerned may contact the Office of the Undersecretary for Finance-Disbursements and Accounting, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 636-1620 and (02) 631-9640.

Thank you.

*W. M. ...*  
9/25/18