Republic of the Philippines
# Department of Education
Region III
**SCHOOLS DIVISION OF PAMPANGA**

July 2, 2026

DIVISION MEMORANDUM
No. 386, s. 2026

**IDENTIFICATION OF CLUSTER SCHOOLS FOR THE TEMPORARY DEPLOYMENT OF ADMINISTRATIVE OFFICER II (AO II) AND PROJECT DEVELOPMENT OFFICER I (PDO I)**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Elementary and Secondary Administrative Officers II
Project Development Officer I
All Others Concerned

1. To ensure the continuous delivery of administrative and project development services in schools that have no assigned Administrative Officer II (AO II) or Project Development Officer I (PDO I), this Office hereby directs all Public Schools District Supervisors (PSDSs) to identify appropriate cluster schools within their respective districts to serve as the basis for the issuance of Special Orders (SOs) for the temporary clustering of incumbent AO IIs and PDO Is.

2. To facilitate the temporary clustering arrangement, the following guidelines shall be observed:

**A. Administrative Officer II (AO II)**

a. Every public school shall ultimately be assigned one (1) AO II.
b. Pending the attainment of the 1:1 deployment, an incumbent AO II may be assigned to provide administrative services to a maximum of two (2) schools within the same district.
c. Cluster schools shall, as far as practicable:
   i. belong to the same school district;
   ii. be adjacent or nearest to the AO II's mother school;
   iii. prioritize schools with no assigned AO II or other school-based non-teaching personnel; and
   iv. consider accessibility and operational efficiency.

**B. Project Development Officer I (PDO I)**

a. Every public school shall ultimately be assigned one (1) PDO I.
b. Until sufficient PDO I items are allocated, all incumbent PDO Is, including those appointed prior to the allocation of new PDO I

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plantilla items in 2026, shall continue to provide support to an adjacent school.

c. Cluster schools shall, as far as practicable:
   i. belong to the same district;
   ii. be adjacent or nearest to the PDO I's mother school; and
   iii. consider the operational needs and accessibility of the identified schools.

3. All Public Schools District Supervisors are hereby directed to:
   a. Identify and recommend the cluster schools for all incumbent AO IIs and PDO Is within their respective elementary and secondary school districts in accordance with the parameters stated above;
   b. Coordinate with the concerned school heads to ensure the practicality and feasibility of the proposed clustering arrangements;
   c. Submit the accomplished clustering report through these links on or before **July 9, 2026**; and:
      **PDO I - https://tinyurl.com/PDO1Clustering**
      **AO II - https://tinyurl.com/AO2Clustering**
   d. Ensure that every school within the district requiring administrative or project development support is appropriately covered by the proposed clustering arrangement.

4. The Administrative Services Division shall consolidate the submitted recommendations and prepare the corresponding Special Orders authorizing the temporary clustering assignments of AO IIs and PDO Is.

Until the issuance of the appropriate Special Order, all incumbent AO IIs and PDO Is shall continue to report to and perform their regular duties in their respective mother schools, unless otherwise officially directed by this Office.

5. This temporary clustering arrangement shall remain in effect until such time that sufficient AO II and PDO I plantilla items are allocated to achieve the Division's target of one (1) AO II and one (1) PDO I for every public school.

6. Immediate and strict compliance with this Memorandum is hereby directed.

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**ROMEO M. ALIP, PhD, CESO V**
Schools Division Superintendent

*AOAS/07-042-2026*