



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

July 16, 2026

DIVISION MEMORANDUM

No. 422, s. 2026

**IMMEDIATE PUBLICATION OF NEWLY CREATED
ADMINISTRATIVE OFFICER II AND PROJECT DEVELOPMENT
OFFICER I POSITIONS ALLOTTED TO FISCALLY AUTONOMOUS
JUNIOR HIGH SCHOOLS**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors
School Heads of Fiscally Autonomous Junior High Schools
All Others Concerned

1. Pursuant to the issuance governing the filling up of newly created positions, all Schools Division Offices, upon receipt of the Notice of Organization, Staffing and Compensation Action (NOSCA), are directed to immediately commence the publication and posting of vacancies, initial evaluation, comparative assessment, and selection of qualified applicants.
2. In line with the foregoing, the Department of Education has allocated newly created Administrative Officer II (AO II) and Project Development Officer I (PDO I) positions to identified fiscally autonomous junior high schools to strengthen their administrative operations and program implementation.
3. However, reports have been received that some recipient schools have not yet submitted their requests for the publication of the newly created AO II and PDO I positions allotted to their respective schools. Such delay prevents the Division Personnel Unit from immediately initiating the prescribed recruitment and selection process and likewise affects the facilitation of requests for transfer to these positions.
4. All concerned School Heads, particularly those whose schools were allocated newly created AO II and PDO I positions, are hereby directed to **immediately submit their requests for publication to the Division Personnel Unit**, together with a copy of the NOSCA issued by the DBM.
5. School Heads are reminded that upon receipt of the NOSCA and confirmation of the position allocation, the publication and filling up of the positions must be acted upon without unnecessary delay. The allocated positions shall not be withheld from publication, reserved for any particular applicant, or left unacted upon due to the preference of the school for a prospective transferee or applicant.



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6. Requests for transfer to the newly created AO II and PDO I positions may only be formally evaluated and facilitated after the positions have been published and the applicable recruitment, selection, and appointment procedures have been undertaken. Publication of a position shall not be construed as an automatic approval of any transfer request.

7. To monitor compliance, all concerned fiscally autonomous junior high schools shall encode the status of the publication of their newly created AO II and PDO I positions through the link below:

Monitoring Link: <https://tinyurl.com/NewNTPPub2026>

The concerned School Head shall indicate the following:

- a. position title and item number;
- b. date of receipt or confirmation of the position allocation; and
- c. date the request was submitted to the Division Personnel Unit

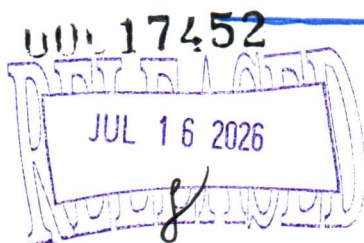
8. Schools that have not yet submitted their requests for publication shall immediately coordinate with the Division Personnel Unit and complete the necessary requirements. Accomplishment of the online monitoring form shall not be considered a substitute for the official submission of the request and supporting documents.

9. The Division Personnel Unit shall validate the information encoded in the monitoring form against the requests and documents officially received by the Office and shall notify schools with incomplete, inaccurate, or unverified entries for immediate compliance.

10. Public Schools District Supervisors are requested to closely monitor the compliance of the concerned fiscally autonomous junior high schools within their respective jurisdictions and coordinate with the Division Personnel Unit regarding schools that have not submitted their requests or updated their publication status.

11. Immediate dissemination of and strict compliance with this Memorandum are directed.

AOAS/07-046-2026



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