



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 31, 2024

REGIONAL MEMORANDUM

No. **105** s. 2024

IMPLEMENTATION STRATEGY ON THE IMMEDIATE REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC-SCHOOL TEACHERS PURSUANT TO DEPED ORDER NO. 002, S. 2024

To: Schools Division Superintendents
All Others Concerned

- Attached is Memorandum DM-OUHROD-2024-0123 dated January 30, 2024 with the subject: **Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School Teachers Pursuant to DepEd Order No. 002, s. 2024.**
- The Schools Division Offices are requested to accomplish the attached template (Annex A) and submit to the Regional Office through **personnel.region8@deped.gov.ph** or through the link **https://rb.gy/r1rthh** on or before **February 14, 2024** for consolidation and submission to the Central Office.
- Immediate dissemination of and strict compliance with this Memorandum are desired.

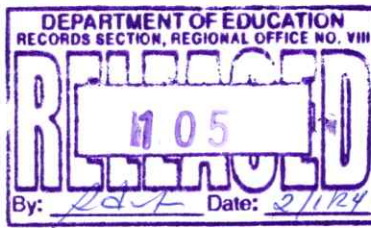
[Signature]
EVELYN R. FETALVERO CESO IV
Regional Director

Enclosure: As stated
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

ADMINISTRATIVE TASKS IMPLEMENTATION STRATEGY TEACHERS

AD-PS-EDR






Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0123

FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM :  **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary for
Human Resource and Organizational Development

SUBJECT : **IMPLEMENTATION STRATEGY ON THE IMMEDIATE REMOVAL**
OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS
PURSUANT TO DEPED ORDER NO. 002, S. 2024

DATE : January 30, 2024

The Department of Education (DepEd) ordered the **Immediate Removal of Administrative Tasks of Public School Teachers** to enable teachers to **focus on the core function of teaching**. This is to establish a more conducive work environment. To realize this policy's intent, this Office hereby reiterates and provides guidance on the implementation of the said Department Order.

As a guide for the effective implementation of this policy, **Regional Offices (ROs) and Schools Division Offices (SDOs)** are hereby instructed to do the following:

- A. SDOs shall cluster **a maximum of three (3) schools** and deploy the necessary Administrative Officer II (AO II) and Project Development Officer I (PDO I). Geographically adjacent and accessible schools that are located within the district shall be the prime consideration in clustering schools.

In the case of schools which are deemed difficult or impractical to be clustered due to geographic location, inaccessibility, or other justifiable reasons, SDOs shall accomplish the attached template (**Annex A**). Identified schools shall be provided with additional Maintenance and Other Operating Expenses (MOOE).

- B. Non-teaching personnel intended for schools still stationed in SDOs shall be immediately deployed;



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- C. Non-teaching personnel deployed in Senior High Schools (SHS) shall not be included in the redeployment for purposes of clustering of schools;
- D. SDOs shall immediately fill up the remaining unfilled AO II and PDO I items within the 60-day transition period; and
- E. SDOs shall take full responsibility in ensuring school context/typology in hiring COS/JO personnel to address the reasons for a school being an outlier as indicated in the submitted **Annex A**. Similarly, prospective COS/JO are capable to support the usual and normal operations of schools.

The additional MOOE shall be **used solely for the payment of the salary of administrative support personnel** to be hired. The daily rate shall be based on the regional minimum wage set by the Department of Labor and Employment – National Wages and Productivity Commission (DOLE-NWPC).

The SDOs shall accomplish the template (**Annex A**) for submission to ROs. The template can be downloaded using this link: <https://bit.ly/NonTeachingPersonnelClusterReport>. The Schools Division Superintendent (SDS) shall attest to the accuracy and completeness of the report submitted to the ROs. The consolidated report vetted and signed by the Regional Director shall be submitted to the BHROD-SED on or before **February 15, 2024**, via email at support.nspp@deped.gov.ph. The submitted reports shall be the basis for the downloading of additional MOOE.

Other tools and procedures to support the implementation of DO No. 002, s. 2024 shall be issued separately.

For other concerns, kindly coordinate with the BHROD-SED using the abovementioned email address.

For dissemination and immediate compliance.



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