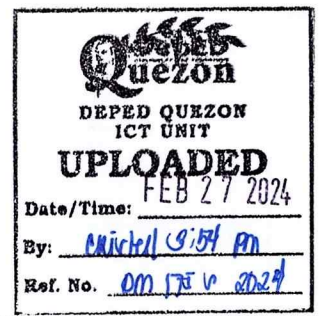




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



27 February 2024

DIVISION MEMORANDUM

DM No. 175, s. 2024

ADDITIONAL GUIDANCE ON THE IMPLEMENTATION OF DEPED ORDER NO. 002, S. 2024 TITLED "IMMEDIATE REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS"

To: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Attached herewith is the copy of Memorandum OM-OUOPS-2024-01-01138 titled Additional Guidance on the Implementation of DepEd Order No. 002, s. 2024 titled "**Immediate Removal of Administrative Tasks of Public School Teachers**". Please refer to the attached Memorandum for your guidance and reference.
2. It is emphasized that **proper and practical transition measures** shall be implemented by all field offices and schools to effectively and efficiently carry out the various administrative tasks. In addition, district offices are instructed to **inform all non-teaching personnel in schools** under their respective jurisdictions that the Department will **provide additional administrative support mechanisms** to avoid overburdening them with excessive workloads.
3. Immediate dissemination and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

asdsjff02/27/2024

DEPEDQUEZON-TM-SDS-04-009-003



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Republika ng Pilipinas
Department of Education


OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-01-01138

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

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations


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

SUBJECT : ADDITIONAL GUIDANCE ON THE IMPLEMENTATION OF
DEPED ORDER NO. 002, S. 2024 TITLED "IMMEDIATE
REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL
TEACHERS"

DATE : February 23, 2024

This has reference to DepEd Order No. 002, s. 2024 titled *Immediate Removal of Administrative Tasks of Public School Teachers* issued on January 26, 2024, which aims to immediately remove the administrative tasks assigned to public school teachers to enable them to focus on the actual teaching and learning process. Said Order stipulates that School Heads and non-teaching personnel shall have the sole responsibility of carrying out administrative tasks in schools such as personnel administration, property custodianship, general administrative support, etc.

Considering not only the welfare and well-being of our teachers but also of our non-teaching personnel, it is emphasized that **proper and practical transition measures** shall be implemented by all field offices and schools to effectively and efficiently carry out the various administrative tasks. Likewise, Schools Division Superintendents are instructed to **inform all non-teaching personnel in schools** under their respective jurisdictions, **through an official issuance**, that the Department will **provide additional administrative support mechanisms** to avoid overburdening them with excessive workloads.

For strict compliance and wide dissemination.

Thank you very much.