


REGIONAL MEMORANDUM  
No. **000118**, s. 2024

DISSEMINATION OF THE PRESENTATION MATERIAL RELATIVE TO THE  
IMPLEMENTATION OF DEPED ORDER NO. 002, S. 2024, TITLED "IMMEDIATE  
REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS"

FEB 02 2024  
2w

To : Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. Attached is a copy of the presentation material used during the Special Meeting with the Regional Directors conducted by the Office of the Undersecretary for Human Resource and Organizational Development (HROD) held on January 29, 2024, via MS Teams, regarding the implementation of DepEd Order No. 002, s. 2024 on the Immediate Removal of Administrative Tasks of Public School Teachers.
2. This shall serve as advance information while we are still waiting for the memorandum from the HROD strand on the interim guidelines and for the SDOs to start clustering schools for the deployed Administrative Officer II (AO II) and Project Development Officer I (PDO I) items (excluding the SHSs), and likewise identify schools in isolated areas needing COS personnel.
3. For the information and guidance of all concerned.

  
**BEBIANO I. SENTILLAS**  
Director III  
Officer-In-Charge  
Office of the Regional Director

Encl.: As stated.  
AD/PS-matb  
01/31/2024



Regional Center Site, Rawlis, Legazpi City 4500

0969 516 9555  
region5@depd.gov.ph

FEB 7 2024  
945A




Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V  
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

February 7, 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads  
Public School Heads  
All Others Concerned

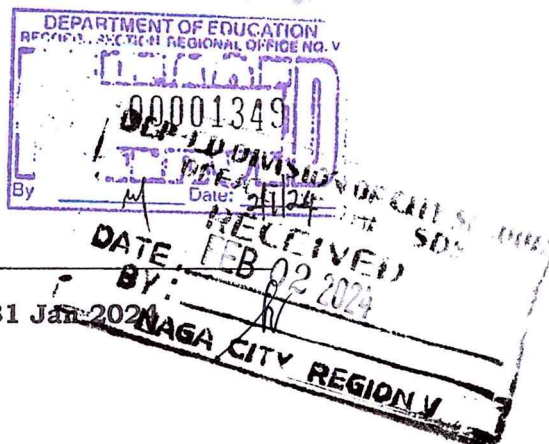
For information and guidance.

  
**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
REGION V - BICOL




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## DEPED V BICOL REGION

**From:** Joergette Razielle Regadio <joergette.regadio@deped.gov.ph>  
**Sent:** Tuesday, 30 January 2024 7:05 am  
**To:** Office of the USec for Human Resource & Organizational Dev (OUHROD)  
**Cc:** Wilfredo Cabral; Revsee Escobedo; Francis Cesar Bringas; Rachel Malate; Sharon Ayala; Sonia Sobremisana; Dexter Pante; Marian Efondo; Bureau of Human Resources and Organizational Development Office of the Director; Resty Osias; Mario Bermudez; Leona Victoria Teves; Rizza Buiza; Tolentino Aquino; DEPED I ILOCOS REGION; Benjamin Paragas; DEPED II CAGAYAN VALLEY; May Eclar; DEPED III CENTRAL LUZON; Alberto Escobarte; DEPED REGION IV-A CALABARZON; Nicolas Capulong; MIMAROPA REGION; Gilbert Sadsad; DEPED V BICOL REGION; Ramir Uytico; DepEd VI Western Visayas; Salustiano Jimenez; DepEd Region VII Central Visayas; Evelyn Fetalvero; REGION VIII EASTERN VISAYAS; Ruth Fuentes; DEPED IX ZAMBOANGA PENINSULA; Arturo Bayocot; DEPED X NORTHERN MINDANAO; Allan Farnazo; DEPED XI DAVAO REGION; Carlito Rocafort; DEPED XII SOCCSKSARGEN; Maria Ines Asuncion; DEPED REGION XIII CARAGA; Estela Carino; DEPED CORDILLERA ADMINISTRATIVE REGION; DEPED NATIONAL CAPITAL REGION; Jocelyn Andaya; Ina Marie Claire Mallari; Raymond Jason Aquino; Jeric Francis Llanto; Noverose Dadole; Ralph Louis Quejada; Andrea Lim; Revia Mae Sibal; Michael Wesley Poa; Christopher Devera  
**Subject:** Re: [NOTICE OF MEETING] SPECIAL MEETING FOR THE PROPOSED DEPED ORDER ON THE IMMEDIATE REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS  
**Attachments:** [For Dissemination to RDs] Special Meeting with RDs - Admin Removal\_29Jan24.pptx; Annex A. Non-Teaching Personnel Cluster Report.xlsx

Dear **Regional Directors**,

As an agreement during the special meeting on the Implementation of DO 2, s. 2024 yesterday, attached are the following materials, for your reference/necessary inputs:

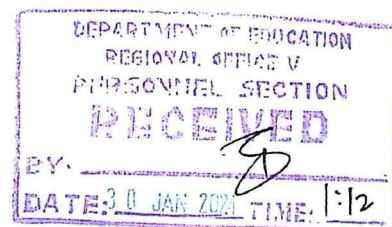
- **Presentation Material (includes highlights of the meeting and consolidated concerns and responses); and**
- **Non-Teaching Personnel Cluster Report Tool (to be accomplished on or before Feb 15, 2024)**

For queries/clarifications, your staff may contact the BHROD-SED team at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) cc: [usec.hrod@deped.gov.ph](mailto:usec.hrod@deped.gov.ph).

The same was sent to the HROD Strand Viber Group with the RDs.

Thank you very much po!

- Ms. Jette



On Fri, Jan 26, 2024 at 6:12 PM Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) <[usec.hrod@deped.gov.ph](mailto:usec.hrod@deped.gov.ph)> wrote:  
Dear **Regional Directors**,

In preparation for the implementation of the **DepEd Order** on the **Immediate Removal of Administrative Tasks of Public School Teachers**, a **special meeting** shall be conducted to provide guidance on the implementation arrangements of the DepEd Order. The **meeting details** are as follows:

**Date:** January 29, 2024 (Monday)  
**Time:** 9:00 AM - 11:00 AM  
**Venue:** Via MS Teams (<https://bit.ly/SpecialMeetingAdminRemoval>)

**Agenda:** A. Discussion of the DepEd Order; and

**B. Implementation strategies**

- i. Clustering of administrative support personnel**
- ii. Hiring of Contract of Service personnel**

For concerns or questions, kindly coordinate with BHROD-SED via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

For your appropriate action.

Thank you po!

- Ms. Jette



Office of the Undersecretary for Human Resource  
and Organizational Development (OUHROD)  
Tel. No.: (02)8633-7206 | Telefax No.: (02) 8631-8494  
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Ms. Joergette Razielle M. Regadio (*Ms. Jette*)

*Executive Assistant IV to the Undersecretary*

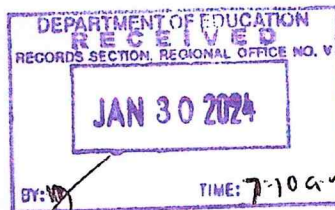
Office of the Undersecretary for Human Resource and Organizational Development, National Educators  
Academy of the Philippines, and Teacher Education Council Secretariat, Department of Education - Central  
Office

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30/01/2024



## DepEd Order No. 002, s. 2024

### *Immediate Removal of Administrative Tasks of Public School Teachers*

Special Meeting with Regional Directors

January 29, 2024  
9 AM-11 AM  
MS Teams

#### Discussion Flow

- 1 Brief Orientation on the Policy
  - Salient Provisions
- 2 Implementation Strategy
  - Clustering of schools
  - Deployment of administrative support personnel
  - Immediate transfer and turnover of administrative tasks
  - Hiring of additional administrative support personnel



# Salient Provisions of the Policy



## GOAL

***Bring back our teachers to the classrooms.***

Teachers maximize their prescribed working hours in actual classroom teaching and tasks incidental to their normal teaching duties, e.g., preparation of lesson plans, checking of papers, etc.

## COVERAGE

All DepEd-employed teachers shall be subjected to the guidelines.





## REDEFINING

*Traditionally, all other tasks apart from teaching is called as ancillary tasks of teachers.*

**DO 002, s. 2024 separates the duties that are incidental to teachers' normal teaching duties from those that are concerned with the operations of schools or programs not directly related to teaching and academic learning.**

### *What are considered Administrative Tasks?*



## RESPONSIBILITY

**School Heads and non-teaching personnel** have the responsibility to perform administrative tasks in schools.

### *How about schools without non-teaching personnel?*

- clustering of deployed non-teaching personnel; and
- hiring of personnel under Contract of Service (COS) or Job Order (JO).

## TRANSITION

Field offices are provided with a 60-day period to ensure smooth and effective implementation of this Order.

### *What will happen during the 60-day transition period?*

- Clustering strategies
- Deployment of admin support personnel to clustered schools
- Transfer and turnover of admin tasks from teachers to school heads and non-teaching personnel
- Hiring additional personnel, if necessary



# Implementation Strategy



## Clustering of deployed non-teaching personnel

### Goal:

- To maximize existing administrative support personnel and provide support to as many schools as possible

### General Considerations:

- ✓ Maximum of three (3) schools per cluster
- ✓ One (1) non-teaching personnel (AO II) per cluster
- ✓ Cluster schools that are geographically adjacent and accessible. Schools must be located within the same school district





## Hiring of COS personnel

### Goal:

- To immediately augment school workforce and ensure unhampered school operations

### General Directions:

- SDOs shall identify the schools that cannot be included in a cluster. A justification must be included to aid the Central Office in identifying the number of schools to be provided with additional MOOE.
- The list shall be submitted to the Central Office.
- The Central Office shall facilitate the downloading of additional MOOE to be used solely for the payment of the salary of COS personnel. 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).



## Tool

DEPARTMENT OF EDUCATION  
NON-TEACHING PERSONNEL CLUSTER REPORT

ANNEX A.1

Region:  
Division:  
No. of schools:  
No. of non-teaching personnel:

Plantilla Number	Position (AO II/PDO I)	Name of Incumbent	School ID	School Name	District	Schools in the District not in a cluster		Justification/s
						ID	Name	
Example								
OSCE-DECSB-AOS-2020-XXXX	AO II	Juan Dela Cruz	123456	ABCD Elementary School	ABCD			
OSCE-DECSB-AOS-2020-XXXX	AO II	Juan Dela Cruz	123457	EFGH Elementary School	ABCD			
OSCE-DECSB-AOS-2020-XXXX	AO II	Juan Dela Cruz	123458	IJKL Elementary School	ABCD			
OSCE-DECSB-AOS-2020-XXXX						123459	ACAA High School	Isolated School

- Deadline: February 15, 2024
- Access the tool through this link: [bit.ly/NonTeachingPersonnelClusterReport](https://bit.ly/NonTeachingPersonnelClusterReport)



## Highlights of the Discussion



### Highlights

- It is reiterated that **administrative tasks shall not be assigned to teachers** in compliance with DO 002, s. 2024.
- The strand Memorandum regarding the clustering of schools and provision of additional Maintenance and Other Operating Expenses (MOOE) to schools without non-teaching personnel shall be issued as soon as possible.
- The deadline of the Non-Teaching Personnel Cluster Report is on **February 15, 2024**. The template for the cluster report shall be forwarded **in advance**.
- The SDOs are directed to accelerate the filling up of unfilled non-teaching personnel items.
- As for the hiring of administrative support personnel (e.g., JO and COS personnel), the SDOs shall prioritize the context and/or situation of the schools (e.g., geographic location, hardship post, etc.).



### Highlights

- The BHROD shall explore the possibility of hiring SHS graduates for the administrative support personnel positions.
- The BHROD shall review and revisit the BAC processes of schools as discussed in DO 72, s. 2008, DO 29, s. 2019, and other applicable issuances.
- The IPCRF of a non-teaching personnel shall be rated by the school head of his/her mother school.
- All administrative documents and reports (e.g., 4Ps) shall be reviewed to align with the directives of the DepEd Order.




## Consolidated Concerns and Responses






Name	Issue/Concern	Response
RD Farnazo; RD Andaya; RD Asuncion	Clustering parameters and strategies	<ul style="list-style-type: none"> <li>Geographic location of schools to be clustered is the prime consideration;</li> <li>Non-teaching personnel to be clustered shall not include SHS items and ADAS II and III</li> <li>Vacant non-teaching personnel items must be prioritized for filling-up</li> </ul>
RD Carlño	Traveling expense	<ul style="list-style-type: none"> <li>Travel expenses shall not be covered by the additional MOOE to be downloaded</li> </ul>
RD Fuentes; RD Fetalvero	Teacher excess and shortage	<ul style="list-style-type: none"> <li>Teacher excess and shortage shall not be used for the basis of clustering non-teaching items. However, this is being reviewed in preparation for curriculum changes and development</li> </ul>
RD Andaya	IPCRF Rater	<ul style="list-style-type: none"> <li>The rater of non-teaching personnel shall be the school head of the mother school per DM-OUHROD-2023-1252</li> </ul>



Name	Issue/Concern	Response
RD Andaya; RD Talentino; RD Escobarte	Requisites and other details for additional MOOE and hiring of administrative support personnel	<ul style="list-style-type: none"> <li>Additional MOOE to be provided shall be targeted for ten (10) months</li> <li>SHS graduates may be considered as applicants to the administrative support personnel positions</li> <li>Eligibility is not required since the positions are engaged under COS</li> </ul>
RD Bayocot	Concerns regarding TICs	<ul style="list-style-type: none"> <li>TICs shall be covered in the policy of rationalization of teachers' workload</li> </ul>
RD Jimenez	BAC processes in schools	<ul style="list-style-type: none"> <li>BHROD shall review and revisit the BAC processes of schools as discussed in DO 72, s. 2008, DO 29, s. 2019, and other applicable issuances.</li> </ul>





# Maraming Salamat!

For concerns/questions/feedback: [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph)

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Office of the Undersecretary for Human Resource and Organizational Development.

Special Meeting with Regional Directors for the Issued Order on the Immediate Removal of  
Administrative Tasks of Public School Teachers



## ANNEX A.1

[illegible]

**Schools Division Superintendent**



## ANNEX A.2

[illegible]

**Certified Correct:**

Regional Director