



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

March 19, 2024

DIVISION MEMORANDUM

No. **178**, 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: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is **Regional Memorandum No. 194, s. 2024**, titled **Additional Guidance on the Implementation of DepEd Order No. 002, s. 2024** titled **“Immediate Removal of Administrative Tasks of Public School Teachers”**.
2. Relative to this, it is emphasized that proper and practical transition measures shall be implemented by schools to effectively and efficiently carry out various administrative tasks.
3. Immediate dissemination of this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects

APPOINTMENT

EMPLOYEES

POLICY

POSITIONS

SCHOOLS

TEACHERS



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Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

MAR 08 2024

REGIONAL MEMORANDUM

No. 194, 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 Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum OM-OUOPS-2024-01-01138 dated February 23, 2024, from **Wilfredo E. Cabral**, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development relative to **Additional Guidance on the Implementation of DepEd Order No. 002, s. 2024 titled "Immediate Removal of Administrative Tasks of Public School Teachers."**
2. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated

To be indicated in the Perpetual Index

under the following subjects:

APPOINTMENT	EMPLOYEES	POLICY
POSITIONS	SCHOOLS	TEACHERS

ADG/DepEd RO6-ADM-PS-RM3-013
March 05, 2024



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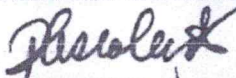



Republika ng Pilipinas
Department of Education

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.

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