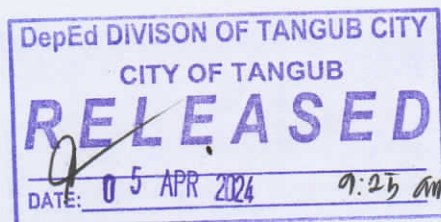




Republic of the Philippines  
Department of Education  
Region X  
SCHOOLS DIVISION OF TANGUB CITY



April 03, 2024

DIVISION MEMORANDUM  
No. 137 s. 2024

**REITERATION OF THE IMPLEMENTATION OF DEPED  
ORDER NO. 2, S. 2024 OTHERWISE KNOWN AS THE  
“IMMEDIATE REMOVAL OF ADMINISTRATIVE TASKS OF  
PUBLIC SCHOOL TEACHERS”**

To : **CID and SGOD Chiefs  
Unit Heads  
Heads of Public Elementary and Secondary Schools  
All Others Concerned**

1. This Office reiterates the strict implementation of DO 2, s. 2024 otherwise known as the **“Immediate Removal of Administrative Tasks of Public School Teachers”**
2. Pursuant to the said DepED Order, this Office emphasizes the following:
  - 2.1 The Department aims to remove the administrative tasks of teachers to enable them to maximize their time in actual classroom teaching. With this endeavor, they shall be able to focus on the teaching and learning process and become effective facilitators of learning. Furthermore, this initiative by the Department shall help protect and uplift the welfare and wellbeing of public-school teachers to support them to teach better which in turn shall realize quality learning among the Filipino learners.
  - 2.2 Administrative tasks refer to tasks related to the effective and efficient operations of schools or programs, projects, and services which are not directly related to teaching and academic learning. These shall be performed by School Heads and non-teaching personnel.
  - 2.3 School Heads refer to persons responsible for the administrative and instructional supervision of the school or cluster of schools as provided for in RA No. 9155. For the purpose of this policy, a duly designated Teacher-in-Charge (TIC) is considered as a School Head.



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2.4 Teachers refer to those occupying teaching Positions directly engaged in teaching or delivery of instruction in the elementary and secondary levels (Junior high school and senior high school) in schools and Community learning Centers (CLCs).

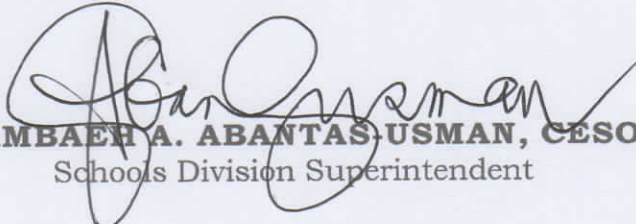
2.5. Administrative tasks shall be removed from the workload of teachers, without prejudice to the teacher ancillary tasks as defined by other DepEd issuances. Accordingly, School Heads and non-teaching personnel shall have the sole responsibility to perform the administrative tasks enumerated hereunder. These tasks shall include, but are not limited to the following:

- a. Personnel Administration
- b. Property/Physical Facilities Custodianship
- c. General Administrative Support
- d. Financial Management
- e. Records Management
- f. Program Management
  - i. Feeding
  - ii. School DRRM
  - iii. Other related programs

2.6 School Heads shall ensure strict compliance with the prescribed workload of teachers using eSF7; and strengthens monitoring and evaluation of the implementation of this Order.

2.7 Anchored on the principles of decentralization and shared governance, the Department aims to empower the field offices in terms of monitoring and evaluating policy implementation and providing technical assistance.

3. Immediate dissemination of and strict compliance of the said DepED Order is directed.



**SHAMBAE A. ABANTAS USMAN, CESO VI**  
Schools Division Superintendent