



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

February 7, 2024

DIVISION MEMORANDUM

No. 065 s. 2024

DESIGNATION OF SCHOOL HEAD AS SCHOOL DRRM COORDINATOR

TO : Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Public Schools District Supervisors/In-Charge of the Districts
All Elementary and Secondary School Heads
All Others Concerned Officials and Personnel

1. The Department of Education issued **DepEd Order No. 02, s. 2024** entitled **Immediate Removal of Administrative Tasks of Public School Teachers** which sets forth the removal of nonteaching tasks of teachers to give support to teachers to teach better by building a work environment for teachers that upholds and protect their well-being.
2. Pursuant to this issuance, this office is hereby informing field offices on the designation of **SCHOOL HEADS** as **SCHOOL DRRM COORDINATOR**.
3. School heads are hereby advised to update their School DRRM Profile via this link <https://bit.ly/2023-2026SchoolDRRMProfile> and are given until February 13, 2024 to comply with the profiling. Also, please be advised to utilize **UPPERCASE** Format in accomplishing the template.
4. For queries and/or clarifications, you may contact Maria Audrea L. Vivo, Division DRRM Focal Person at 09299784538 or email at mariaaudrea.vivo@deped.gov.ph.
5. For immediate dissemination and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

SGOD/malv
2/7/2024



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Republic of the Philippines
Department of Education

JAN 26 2024

DepEd ORDER
No. **002**, s. 2024

**IMMEDIATE REMOVAL OF ADMINISTRATIVE TASKS
OF PUBLIC SCHOOL TEACHERS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
Public and Private Elementary and Secondary School Teachers
All Others Concerned

1. The Department of Education (DepEd) believes that the core of quality basic education is a vibrant and quality teaching workforce. Under the MATATAG Agenda, the Department is committed to enhancing the delivery of quality basic education while promoting teacher quality and teacher welfare. In this regard, the Department issues the enclosed guidelines on the **Immediate Removal of Administrative Tasks of Public School Teachers**.
2. This DepEd Order (DO) is guided by agency directions to remove the nonteaching tasks of teacher to give support to teachers to teach better. This is geared toward building a conducive environment for effective teaching and learning to thrive.
3. All DOs and other related issuances, rules, regulations, and provisions that are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.
4. This DO shall take effect immediately upon its approval, issuance, and publication on the DepEd website. This shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.
5. Any clarification regarding this DO shall be coordinated with the **Bureau of Human Resource and Organizational Development-School Effectiveness Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bhrod.sed@deped.gov.ph or telephone number at (02) 8633-5397.
6. Immediate dissemination of and strict compliance with this Order is directed.



(Enclosure to DepEd Order No. **002**, s. 2024)

IMMEDIATE REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS

I. RATIONALE

The Department of Education (DepEd) fervently believes that the core of quality basic education is a vibrant and quality teaching workforce. With this commitment, it is imperative to build a work environment for teachers that upholds and protects their welfare. This shall include measures to protect the workload and working hours of teachers.

Reports and studies have indicated that teachers are being assigned additional tasks that shift their focus from teaching. The 2018 Teacher Workload Balance Study identified approximately fifty (50) common ancillary services assigned to teachers in addition to their regular teaching load. These extra duties are often the result of understaffed schools being unable to provide sufficient support services. The absence of standardized guidelines and a mechanism to review these tasks further compounds the issue. Research from various institutions suggests that the increase in administrative assignments significantly impacts teacher workload, ultimately affecting teaching quality and teacher well-being.

Through this Order, 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 well-being of public school teachers to support them to teach better which in turn shall realize quality learning among the Filipino learners.

II. SCOPE

This DepEd Order provides guidelines on the immediate removal of administrative tasks of public school teachers.

This Order covers all DepEd-employed teachers engaged in classroom teaching, on a full-time basis, under permanent, provisional, or substitute status in all public elementary and secondary schools.

This policy shall be implemented across all governance levels. The guidelines, parameters, and processes outlined herein shall guide DepEd schools, Schools Division Offices (SDOs), Regional Offices (ROs), and Central Office (CO).

III. DEFINITION OF TERMS

For this purpose, the following terms shall be defined as follows:

- a. **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.

Field Technical Assistance Division (FTAD)

- a. Provides appropriate technical assistance, through its composite team, to enhance the capacity of their SDOs in addressing school concerns.

3. Schools Division Offices

Office of the Schools Division Superintendent

- a. Ensures overall adherence of schools and evaluates the impact of the implementing guidelines of the Policy;
- b. Coordinates with the Local Government Unit (LGU) and endeavors that schools without non-teaching items shall be provided with locally-hired personnel pending the completion of the Guidelines on the School Organizational Structure and Staffing Standards and deployment of school-based non-teaching personnel;

School Governance and Operations Division (SGOD)

- a. Revisits SDO functions and processes requiring reports and creating administrative tasks for teachers and identifies measures to remove other tasks assigned to teachers;
- b. Orients, capacitates, and provides appropriate and timely technical assistance to school personnel on the implementation of this Order;
- c. Addresses school queries and concerns in relation to the implementation of this policy;
- d. Monitors and evaluates the compliance with this Order; and
- e. Provides technical assistance to schools based on the results of monitoring and evaluation.

Administrative Unit-Personnel Section

- a. Ensures strict compliance with the deployment and prescribed workload for school-based personnel by conducting personnel and workload audits in coordination with the Planning and Research Section.

4. Schools

- a. School Heads ensure strict compliance with the prescribed workload of teachers using eSF7; and
- b. Strengthens monitoring and evaluation of the implementation of this Order.

D. Grievance Mechanism

Concerns, complaints, and/or violations arising from the implementation of this policy shall be addressed through the grievance machinery provided under DO No. 35, s. 2004 (*Revision of the Grievance Machineries of the Department of Education*) or pertinent rules on administrative cases in the civil service.

VI. MONITORING AND EVALUATION

The Department of Education, through the BHRD, shall monitor, evaluate, and review the implementation of this policy. Furthermore, BHRD-SED shall gather

Guidelines on the Recruitment, Selection, and Appointment in the Department of Education

2. Department of Education. (2009). *DepEd Order No. 16, s. 2009 - Addendum to DepEd Memorandum No. 291, s. 2008 (Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers)*
3. Department of Education. (2008). *DepEd Memorandum No. 291, s. 2008 - Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers*
4. Civil Service Commission. (2008). *CSC Resolution No. 080096 dated January 28, 2008*
5. Department of Education. (2005). *DepEd Order No. 9, s. 2005 - Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*
6. Department of Education. (2004). *DepEd Order No. 35, s. 2004 - Revision of the Grievance Machineries of the Department of Education*
7. Official Gazette of the Philippines. (2001). Republic Act No. 9155 - Governance of Basic Education Act of 2001
8. Official Gazette of the Philippines. (1966). Republic Act No. 4670 - *The Magna Carta for Public School Teachers*

IX. TRANSITORY PROVISION

To ensure the smooth and effective implementation of this Order, the SDOs shall immediately implement the following within a period not exceeding sixty (60) calendar days:

a. Clustering Strategies - Schools within a cluster or sufficient non-teaching personnel shall be clustered, with each cluster being composed of a maximum of three (3) schools;

b. Deploy administrative support personnel to perform administrative tasks for the clustered schools;

c. Immediately transfer and turnover existing administrative tasks performed by teachers to school heads and non-teaching personnel; and

d. Hire additional Administrative Support personnel, if necessary.

The RO and SDO concerned shall provide schools with the necessary support during this transition period.

In view of the ongoing study on the School Organizational Structure and Staffing Standards, provisions that may be found inconsistent with its implementation shall be subject to further review.

X. EFFECTIVITY

This DepEd Order shall take effect immediately upon its approval, issuance, and publication on its website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP-LC), UP Diliman, Quezon City.

XI. REFERENCES

1. Department of Education (2023). *DepEd Order No. 007, s. 2023* or the