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DEPARTMENT OF EDUCATION - CATANDUANES  
RECORDS SECTION  
**RELEASED**  
BY: [Signature]  
DATE: 15 SEP 2023

Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**UNNUMBERED MEMORANDUM**  
OSDS-SDS-UM-09-13-23/JMT

TO : Public Schools District Supervisors  
Elementary and Secondary School Heads

FROM : *[Signature]*  
**SOCORRO V. DELA ROSA**  
Schools Division Superintendent

DATE : September 14, 2023

SUBJECT : **UNLOADING OF TEACHERS OF ASSIGNED ANCILLARY FUNCTIONS**

As part of the **MATATAG Agenda** particularly on the component **G: Give Support to Teachers to Teach Better**, all ancillary functions of teachers shall be unloaded for them to focus more on their teaching tasks.

Relative to this, all school heads are enjoined to unload these teachers of the added assignments. Teachers who are assigned as coordinator/adviser to specific program in their respective specialization like School Paper Adviser, Science and Math Adviser etc. may continue to perform such provided that these assignments form part of their total teaching load, not an additional assignment that will exceed the total number of hours of teaching allowed hence, will be considered as a load.

As emphasized by the Regional Director during the recent Regional MANCOM Meeting on September 5, 2023 at Naga City, some ancillary services that are necessary will be assumed by the School Head. Those that are unnecessary may be abolished.

It is likewise reiterated that teachers should be unloaded of administrative functions.

For your information, guidance and compliance.

JMT/ UNLOADING OF TEACHERS OF ASSIGNED ANCILLARY FUNCTIONS  
0052 September 14, 2023



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