



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

---

Office of the Schools Division Superintendent

March 11, 2024

**Division Memorandum**  
No. DO61, s. 2024

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

To: **Assistant Schools Division Superintendent**  
**Chief, Curriculum Implementation Division**  
**Chief, Schools Governance and Operations Division**  
**Public Schools District Supervisors**  
**Education Program Supervisors**  
**Public Elementary, Secondary & SHS Level School Heads/Principals**  
**All Non-Teaching and Teaching Personnel**  
**All Concerned**

---

Pursuant to DepEd Order No. 002, s. 2024 re: **Immediate Removal of Administrative Tasks of Public School Teachers**, this Office hereby mandates that 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

Furthermore, 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

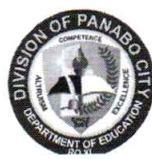


Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)823 1469, (084) 628 4066  
Email: panabocity.division@deped.gov.ph

teaching and academic learning. These shall be performed by School Heads and non-teaching personnel.

For guidance, the following are the specific tasks which shall be removed from the workload of teachers, to wit:

- 1 Adopt-a-School Program (ASP)/Brigada Eskwela
- 2 Adolescent Reproductive Health (ARH) Program
- 3 Barkada Kontra Droga (BKD)
- 4 Basic Education Information System (BEIS)
- 5 Brigada-Eskwela Focal
- 6 BSP/GSP Coordinator
- 7 Canteen in-charge if the canteen is not used as laboratory for EPP/TLE
- 8 Clinic In-charge
- 9 Disaster Risk Reduction and Management (DRRM)
- 10 Gender and Development (GAD)
- 11 Guidance Coordinator
- 12 Gulayan sa Paaralan Program (GPP)
- 13 HR/Registrar focal
- 14 Information and Communication Technology
- 15 Integrated School Nutrition Model (ISNM)
- 16 Learner Government Program
- 17 Learner Information System (LIS)
- 18 Learner Rights and Protection
- 19 Monitoring, Evaluation, and Adjustment (MEA)
- 20 National Drug Education Program (NDEP)
- 21 National Greening Program
- 22 National School Building Inventory (NSBI)
- 23 Physical Facilities
- 24 Physical Facilities
- 25 Program on Awards and Incentives for Service Excellence (PRAISE)
- 26 Project WATCH
- 27 Property Custodian
- 28 Property Custody
- 29 Research
- 30 SBM Coordinator
- 31 School Canvasser
- 32 School Governance Council (SGC)
- 33 School-Based Management (SBM)
- 34 School-Based Teen Center
- 35 School-Based Feeding Program (SBFP)
- 36 School Mental Health Program
- 37 Solid Waste Management
- 38 Training and Development



- 39 Wash in Schools (WinS)
- 40 WINs focal
- 41 Youth Formation Focal

To augment the non-teaching personnel requirements of schools, the following measures may be implemented:

- a. SDOs may cluster deployed non-teaching personnel in accordance with the deployment parameters issued by the Bureau of Human Resource and Organizational Development (BHROD); and
- b. SDOs and schools may hire personnel under Contract of Service (COS) or Job Order (JO) which may be charged either against Maintenance and Other Operating Expenses (MOOE) or other alternative sources of funding.

For immediate dissemination & strict compliance.

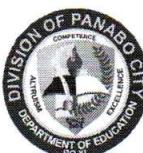
  
**JINKY B. FIRMAN, Ph.D, CESO VI**  
Schools Division Superintendent

**RELEASED**

**MAR 15 2024**

RECORDS SECTION-SDO PANABO CITY  
BY 

Enclosed: as stated  
OSDS/ncm



Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)823 1469, (084) 628 4066  
Email: panabocity.division@deped.gov.ph