



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

Office of the Schools Division Superintendent

July 23, 2025

OFFICE MEMORANDUM
OSDS-2025-0005

**COMPLIANCE WITH DM-HROD-2021-0171 AND DEPED ORDER
NO. 002, S. 2024**


TO : HELEN MAY T. DELADA
Head Teacher II

Pursuant to the duties and functions of Administrative Officers (AOs) as outlined in DM-HROD-2021-0171 and DepEd Order No. 002, s. 2024 titled "Immediate Removal of Administrative Tasks of Public School Teachers" this Office strictly reminds and mandates full compliance of your office with the aforementioned issuances.

It is hereby directed that administrative and financial operations of the schools, including the preparation, consolidation, and submission of liquidation reports and financial documents should be turnover to the assigned Administrative Officer in your school which form part of the support services as provided in DM-HROD-2021-0171.

Further, this Office emphasizes that teachers must not be tasked to assist or prepare any administrative or financial documents. These duties shall be fully delegated to the Administrative Officer, consistent with the mandate to relieve teachers of non-teaching responsibilities.

For immediate and strict compliance.


JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

RELEASED

JUL 24 2025

RECORDS SECTION - SDO PANABO CITY
BY 

osds/leg/aadv



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