



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Admin-RM-2024-129


27 February 2024

Regional Memorandum
No. 129 s. 2024

DISSEMINATION OF MEMORANDUM NUMBERS DM-OUHROD-2024-0270 & OM-OUOPS-2024-01-01138

To **Assistant Regional Director**
Schools Division Superintendents
Functional Division Chief, Unit Heads
All Others Concerned

1. Enclosed herewith are the Memoranda signed by DIR. WILFREDO E. CABRAL, Officer-In-Charge, Office of the Undersecretary of Human Resource and Organizational Development, and ATTY. REVSEE A. ESCOBEDO, Undersecretary for Operations, entitled, **"Return to School Order for All School-Based Non-Teaching Personnel Created in Fiscal Year (FY) 2017-2019 and FY 2020-2023,"** and the **"Additional Guidance on the Implementation of DepEd Order No. 002, s. 2024 titled Immediate Removal of Administrative Tasks of Public School Teachers,"** dated February 21, 2024 and February 23, 2024, respectively.
2. All Schools Division Superintendents are urged to return/deploy all school-based non-teaching personnel to their assigned schools.
3. It is, however, emphasized that proper and practical transition measures shall be implemented to effectively and efficiently carry out the various administrative tasks.
4. All Schools Division Superintendents are likewise instructed to inform all non-teaching personnel in schools, through an **Official Issuance**, that the Department will provide additional administrative support mechanisms to avoid overburdening them with excessive workloads.
5. Failure to comply with the Memorandum DM-OUHROD-2024-0270 **shall be dealt with accordingly.**
6. For widest dissemination and strict compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

08/ROA1/ROA3



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ORD-UM01-2024-109

Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0270

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM :  **WILFREDO E. CABRAL**
Regional Director
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : RETURN TO SCHOOL ORDER FOR ALL SCHOOL-BASED NON-TEACHING PERSONNEL CREATED IN FISCAL YEAR (FY) 2017-2019 AND FY 2020-2023

DATE : 21 February 2024

On 30 January 2024, the Department of Education (DepEd) issued **DM-OUHROD-2024-0123**, or the *Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School Teachers Pursuant to DepEd Order No. 002, s. 2024*, which provided guidelines and instructions to Regional Offices (ROs) and Schools Division Offices (SDOs) on the support needed by schools to abide according to provisions of **DO 002, s. 2024**.

In support of this endeavor, the Department hereby instructs all ROs and SDOs to ensure that **all school-based non-teaching personnel detailed in other offices are deployed in their assigned schools.**

Specific to this instruction, **the following school-based non-teaching personnel must immediately report and permanently be stationed at their schools:**

1. All Administrative Assistant III (**ADAS III**) and Administrative Assistant II (**ADAS II**) created in FY 2017-2019; and



2. All Administrative Officer II (**AO II**) and Project Development Officer I (**PDO I**) created in FY 2020-2023.

This Memorandum is consistent with DM-OUHROD-2024-0123 which states that “Non-teaching personnel intended for schools still stationed in SDOs shall be immediately deployed.” Furthermore, this **Return to School Order** shall strengthen the mechanisms intended to provide administrative support that schools need to enable teachers to focus on quality instruction and provide manpower complement in all public schools.

Failure to comply with this Memorandum **shall be dealt with accordingly.**

For your immediate and strict compliance.

Copy furnished:

ATTY. MICHAEL WESLEY T. POA
Undersecretary and Chief of Staff

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0123

FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary for
Human Resource and Organizational Development

SUBJECT : **IMPLEMENTATION STRATEGY ON THE IMMEDIATE REMOVAL**
OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS
PURSUANT TO DEPED ORDER NO. 002, S. 2024

DATE : January 30, 2024

The Department of Education (DepEd) ordered the **Immediate Removal of Administrative Tasks of Public School Teachers** to enable teachers to **focus on the core function of teaching**. This is to establish a more conducive work environment. To realize this policy's intent, this Office hereby reiterates and provides guidance on the implementation of the said Department Order.

As a guide for the effective implementation of this policy, **Regional Offices (ROs) and Schools Division Offices (SDOs)** are hereby instructed to do the following:

- A. SDOs shall cluster **a maximum of three (3) schools** and deploy the necessary Administrative Officer II (AO II) and Project Development Officer I (PDO I). Geographically adjacent and accessible schools that are located within the district shall be the prime consideration in clustering schools.

In the case of schools which are deemed difficult or impractical to be clustered due to geographic location, inaccessibility, or other justifiable reasons, SDOs shall accomplish the attached template (**Annex A**). Identified schools shall be provided with additional Maintenance and Other Operating Expenses (MOOE).

- B. Non-teaching personnel intended for schools still stationed in SDOs shall be immediately deployed;

- C. Non-teaching personnel deployed in Senior High Schools (SHS) shall not be included in the redeployment for purposes of clustering of schools;
- D. SDOs shall immediately fill up the remaining unfilled AO II and PDO I items within the 60-day transition period; and
- E. SDOs shall take full responsibility in ensuring school context/typology in hiring COS/JO personnel to address the reasons for a school being an outlier as indicated in the submitted **Annex A**. Similarly, prospective COS/JO are capable to support the usual and normal operations of schools.

The additional MOOE shall be **used solely for the payment of the salary of administrative support personnel** to be hired. The daily rate shall be based on the regional minimum wage set by the Department of Labor and Employment – National Wages and Productivity Commission (DOLE-NWPC).

The SDOs shall accomplish the template (**Annex A**) for submission to ROs. The template can be downloaded using this link: <https://bit.ly/NonTeachingPersonnelClusterReport>. The Schools Division Superintendent (SDS) shall attest to the accuracy and completeness of the report submitted to the ROs. The consolidated report vetted and signed by the Regional Director shall be submitted to the BHROD-SED on or before **February 15, 2024**, via email at support.nspp@deped.gov.ph. The submitted reports shall be the basis for the downloading of additional MOOE.

Other tools and procedures to support the implementation of DO No. 002, s. 2024 shall be issued separately.

For other concerns, kindly coordinate with the BHROD-SED using the abovementioned email address.

For dissemination and immediate compliance.



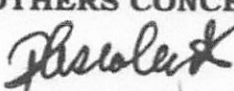
Republika ng Pilipinas
Department of Education


OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-01-01138

FOR : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations


WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for
Human Resource and Organizational Development

SUBJECT : ADDITIONAL GUIDANCE ON THE IMPLEMENTATION OF
DEPED ORDER NO. 002, S. 2024 TITLED "IMMEDIATE
REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL
TEACHERS"

DATE : February 23, 2024

This has reference to DepEd Order No. 002, s. 2024 titled *Immediate Removal of Administrative Tasks of Public School Teachers* issued on January 26, 2024, which aims to immediately remove the administrative tasks assigned to public school teachers to enable them to focus on the actual teaching and learning process. Said Order stipulates that School Heads and non-teaching personnel shall have the sole responsibility of carrying out administrative tasks in schools such as personnel administration, property custodianship, general administrative support, etc.

Considering not only the welfare and well-being of our teachers but also of our non-teaching personnel, it is emphasized that **proper and practical transition measures** shall be implemented by all field offices and schools to effectively and efficiently carry out the various administrative tasks. Likewise, Schools Division Superintendents are instructed to **inform all non-teaching personnel in schools** under their respective jurisdictions, **through an official issuance**, that the Department will **provide additional administrative support mechanisms** to avoid overburdening them with excessive workloads.

For strict compliance and wide dissemination.

Thank you very much.