



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

January 31, 2024

REGION MEMORANDUM
AD-2024-007

**VIRTUAL MEETING WITH DEPED SCHOOLS DIVISION OFFICES ON THE
IMPLEMENTATION OF THE REMOVAL OF ADMINISTRATIVE TASKS
FOR PUBLIC SCHOOL TEACHERS**

To: Schools Division Superintendents
All Other Concerned Personnel

1. Pursuant to Department Order No. 002, s. 2024 titled **“Immediate Removal of Administrative Tasks for Public School Teachers”** under the MATATAG Agenda, the department is committed to enhancing the delivery of quality basic education while promoting teacher quality and teacher welfare.
2. To realize this policy’s intent, this office hereby reiterates and provides guidance on the implementation strategy of the said order through the conduct of a virtual meeting on February 2, 2024 at 3:00 p.m. via MS Teams with the link <https://bit.ly/OnlineMeetingwithSDOHRMOs>.
3. To ensure the effective implementation of this policy provision for the teaching personnel the following agenda shall be discussed:
 - 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);
 - 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 item within the 60-day transition period;
 - 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; and
 - f. Other related matters
4. Enjoined to attend from the Regional Office are the Chief of the Administrative Division, Supervising Administrative Officer, AO V/AO IV/ADAS I and ADA VI of AD-Personnel, while from the schools’ division offices are the AO V and AO IV.
5. Participants for this meeting are advised to be in the platform 15 minutes before the indicated time to check the audio and internet connection.
6. For inquiries please feel free to contact Emerin B. Astillero, Administrative Officer V at 0965-3265725.



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7. For the guidance, wide dissemination and strict compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enc.: *N o n e*

Reference: *DepEd Order No. 002, s. 2024 and MEMORANDUM DM-OUHROD-2024-0123*

Allotment: *N o n e*

To be indicated in the Perpetual Index under the subject:

HUMAN RESOURCE PERSONNEL

EBA/AD-P/RM/ VIRTUAL MEETING WITH DEPED SCHOOLS DIVISION OFFICES ON THE IMPLEMENTATION ON THE REMOVAL OF ADMINISTRATIVE TASKS FOR PUBLIC SCHOOL TEACHERS /001/January 31, 2024



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