



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division  
Superintendent

23 Apr 2025

**DIVISION MEMORANDUM**

OSDS No. 057 s. 2025

VARIED ROLES AND RESPONSIBILITIES OF PROVINCIAL SCHOOL BOARD  
(PSB), MUNICIPAL SCHOOL BOARD (MSB) TEACHERS AND LEARNING  
SUPPORT AIDES (LSA) DURING THE 2025 SUMMER  
VACATION PERIOD

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Administrators  
All Others Concerned

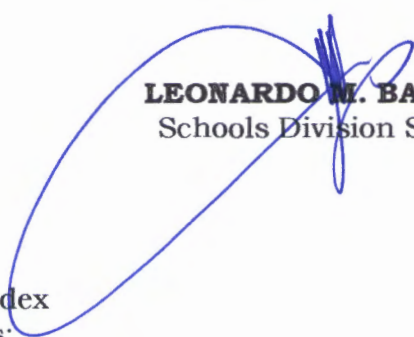
1. To ensure a smooth and successful start of the school year 2025-2026, all Provincial School Board (PSB), Municipal School Board (MSB) Teachers and Learning Support Aides (LSA) are directed to report to their respective school assignments to perform variety of functions during the 2025 summer vacation period from April 16 to June 15, 2025 (exclusive of Saturdays, Sundays and holidays).
2. PSB and MSB teachers as well as LSAs shall perform a variety of tasks as mandated by their school heads. It includes, among others, the following functions:
  - a. **Curriculum Development:** PSB, MSB and LSAs may be involved in reviewing and updating curriculum/instructional materials, aligning them with national standards and educational goals;
  - b. **School Maintenance and Preparation:** Said personnel may assist with the preparation of classrooms, ordering supplies, and ensuring the school environment is ready for the new school year;
  - c. **Summer School or Enrichment Programs:** Said teachers may choose to teach summer school programs, help in curriculum instruction subject to the general guidance of the school administrators or participate in enrichment activities for students. This could involve teaching academic subjects, leading extracurricular activities, or working with students who need extra support;
  - d. Any other analogous instances as directed by their school leaders.
3. Accomplishment report and other necessary documentary requirements, such as but not limited to authority to travel, locator slips, proclamations/suspension order, certificate of undertaking, etc., shall be made and attached to their daily time records at the end of every month.



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4. For queries, please contact the office of the Administrative Services Section, through [adminoffice.southcotabato@depd.gov.ph](mailto:adminoffice.southcotabato@depd.gov.ph).
5. Immediate dissemination and compliance with this Memorandum is desired.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: None  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

RECORDS

WORKING HOURS

RJS/DM- varied roles and responsibilities of PSB, MSB and LSA during vacation period  
0000/April 23, 2025