



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

22 MAR 2024

DIVISION MEMORANDUM
NO. 177 S. 2024

**REVOCATION OF THE DESIGNATIONS ISSUED TO TEACHERS AS SCHOOL
PLANNING OFFICERS AND DESIGNATION OF THE ADMINISTRATIVE OFFICERS
ASSIGNED IN SCHOOLS AS SCHOOL PLANNING OFFICERS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, CID
OIC, Office of the Chief Education Supervisor, SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In compliance with DepEd Order No. 002, s. 2024 title “Immediate Removal of Administrative Tasks of Public School Teachers”, the designations issued to teachers as school planning officers are hereby revoked effective immediately.
2. The designations of District Planning Officers who hold teaching positions are also hereby revoked.
3. Public Schools District Supervisors of districts affected by this revocation are advised to recommend a replacement for their District Planning Officers.
4. All Administrative Officers II assigned in the schools are hereby designated as the school planning officers with the following responsibilities:
 - a. update the Beginning of the School Year (BOSY) Enrollment;
 - b. update other data required at the End of the School Year (EOSY);
 - c. finalize the classes and school and ensure the correctness of the learner’s data at the End of the School Year (EOSY);
 - d. encode the enrollment during the Early Registration in the LIS;
 - e. encode the Quick Count Enrollment by grade level and sex in the LIS;



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

- f. update and upload School Information in the EBEIS (GESP/GJHSP/GSHSP);
 - g. maintain School Profile in the EBEIS (e.g. address/telephone no./ email address;
 - h. maintain Learners Profile in the LIS (creation of Learner Reference Number (LRN), updating enrolment data of learners, defining and maintaining classes for the given school year and class adviser's data in the LIS;
 - i. issue the user accounts to all school advisers and shall give them appropriate access to the LIS;
 - j. ensure that advisers have updated the learner data in the Beginning of School Year (BOSY);
 - k. update and maintain the National School Building Inventory (NSBI) data in the BEIS; and
 - l. does other activities related to BEIS/LIS/NSBI.
5. All concerned are advised to ensure proper turnover of responsibilities as well as records and documents related to this designation.
6. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: As stated,
Reference: DM-OUHROD-2024-0295
To be indicated in the Perpetual Index
Under the following subjects:

SCHOOLS

INFORMATION

TEACHERS



Republic of the Philippines
Department of Education

JAN 26 2024

DepEd ORDER
No. **002**, s. 2024

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

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
Public and Private Elementary and Secondary School Teachers
All Others Concerned

1. The Department of Education (DepEd) believes that the core of quality basic education is a vibrant and quality teaching workforce. Under the MATATAG Agenda, the Department is committed to enhancing the delivery of quality basic education while promoting teacher quality and teacher welfare. In this regard, the Department issues the enclosed guidelines on the **Immediate Removal of Administrative Tasks of Public School Teachers**.

2. This DepEd Order (DO) is guided by agency directions to remove the nonteaching tasks of teacher to give support to teachers to teach better. This is geared toward building a conducive environment for effective teaching and learning to thrive.

3. All DOs and other related issuances, rules, regulations, and provisions that are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.

4. This DO shall take effect immediately upon its approval, issuance, and publication on the DepEd website. This shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

5. Any clarification regarding this DO shall be coordinated with the **Bureau of Human Resource and Organizational Development-School Effectiveness Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bhrod.sed@deped.gov.ph or telephone number at (02) 8633-5397.

6. Immediate dissemination of and strict compliance with this Order is directed.

Digitally signed
by Duterte Sara
Zimmerman
Date: 2024.01.26
13:36:07 +08'00'

Sara Zimmerman Duterte
SARA Z. DUTERTE

*Vice President of the Republic of the Philippines
Secretary of the Department of Education*

Encl.:

As stated

References:

DepEd Order No. 16, s. 2009

DepEd Memorandum No. 291, s. 2008



To be indicated in the Perpetual Index
under the following subjects:

BENEFITS

POLICY

SERVICE

TEACHERS

TEACHING LOAD

WORK HOURS

JDMC/APA, DO Immediate Removal of Admin Tasks Policy
0002 - January 5, 2024



(Enclosure to DepEd Order No. **002**, s. 2024)

IMMEDIATE REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS

I. RATIONALE

The Department of Education (DepEd) fervently believes that the core of quality basic education is a vibrant and quality teaching workforce. With this commitment, it is imperative to build a work environment for teachers that upholds and protects their welfare. This shall include measures to protect the workload and working hours of teachers.

Reports and studies have indicated that teachers are being assigned additional tasks that shift their focus from teaching. The 2018 Teacher Workload Balance Study identified approximately fifty (50) common ancillary services assigned to teachers in addition to their regular teaching load. These extra duties are often the result of understaffed schools being unable to provide sufficient support services. The absence of standardized guidelines and a mechanism to review these tasks further compounds the issue. Research from various institutions suggests that the increase in administrative assignments significantly impacts teacher workload, ultimately affecting teaching quality and teacher well-being.

Through this Order, the Department aims to remove the administrative tasks of teachers to enable them to maximize their time in actual classroom teaching. With this endeavor, they shall be able to focus on the teaching and learning process and become effective facilitators of learning. Furthermore, this initiative by the Department shall help protect and uplift the welfare and well-being of public school teachers to support them to teach better which in turn shall realize quality learning among the Filipino learners.

II. SCOPE

This DepEd Order provides guidelines on the immediate removal of administrative tasks of public school teachers.

This Order covers all DepEd-employed teachers engaged in classroom teaching, on a full-time basis, under permanent, provisional, or substitute status in all public elementary and secondary schools.

This policy shall be implemented across all governance levels. The guidelines, parameters, and processes outlined herein shall guide DepEd schools, Schools Division Offices (SDOs), Regional Offices (ROs), and Central Office (CO).

III. DEFINITION OF TERMS

For this purpose, the following terms shall be defined as follows:

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

- b. **Non-Teaching Personnel**¹ refer to those occupying non-teaching positions whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, but neither involve nor directly support the actual conduct of teaching or delivery of instruction.
- c. **School Heads**² refer to persons responsible for the administrative and instructional supervision of the school or cluster of schools as provided for in RA No. 9155. For the purpose of this policy, a duly designated Teacher-in-Charge (TIC) is considered as a School Head.
- d. **Teachers** refer to those occupying teaching positions directly engaged in teaching or delivery of instruction in the elementary and secondary levels (junior high school and senior high school) in schools and Community Learning Centers (CLCs).

IV. POLICY STATEMENT

This DepEd Order aims to enable teachers to focus on their core function of teaching through the removal of administrative tasks assigned to teachers. This Order shall ensure that teachers' workload and working hours are maximized for actual classroom teaching and tasks incidental to their normal teaching duties.

V. GUIDELINES AND PROCEDURES

A. Removal of Administrative Tasks

1. 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
2. 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

¹ DepEd Order No. 007, s. 2023 or the Guidelines on the Recruitment, Selection, and Appointment in the Department of Education

² Republic Act No. 9155 or the Governance of Basic Education Act of 2001

- 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.

B. Tools and Procedures

1. To provide guidance and further details for the implementation of this policy, the Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) shall provide all necessary tools and procedures through a strand Memorandum, particularly on clustering of schools and provision of additional MOOE for the hiring of COS/JO personnel, if necessary.
2. The relevance and applicability of the tools and procedures shall be subjected to periodic review and adjustments by OUHROD as may be necessary.

C. Roles and Responsibilities

1. Central Office

OUHROD through the Bureau of Human Resource and Organizational Development (BHROD):

- a. Conducts policy orientation and capacity-building to field offices as deemed necessary;
- b. Monitors and evaluates compliance with this Order and provides appropriate and timely technical assistance to field offices;
- c. Periodically assesses and reviews the implementing guidelines based on gathered reports and results of monitoring and evaluation; and
- d. Provides supplementary tools to enhance the implementation of the Policy.

2. Regional Offices

Office of the Regional Director

- a. Ensures overall adherence of the SDOs and evaluates the impact of the implementing guidelines of the Policy;
- b. Prepares a regional implementation plan to support the objectives of this policy; and
- c. Prepares and submits reports and provides recommendations regarding this policy.

Administrative Unit – Personnel Section

- a. Monitors and evaluates compliance with this Order, in coordination with the Policy, Planning and Research Division, by conducting workload audit through the checking of the consolidated report on eSF7 (School Personnel Assignment List and Basic Profile) of the SDO.

Field Technical Assistance Division (FTAD)

- a. Provides appropriate technical assistance, through its composite team, to enhance the capacity of their SDOs in addressing school concerns.

3. Schools Division Offices

Office of the Schools Division Superintendent

- a. Ensures overall adherence of schools and evaluates the impact of the implementing guidelines of the Policy;
- b. Coordinates with the Local Government Unit (LGU) and endeavors that schools without non-teaching items shall be provided with locally-hired personnel pending the completion of the Guidelines on the School Organizational Structure and Staffing Standards and deployment of school-based non-teaching personnel;

School Governance and Operations Division (SGOD)

- a. Revisits SDO functions and processes requiring reports and creating administrative tasks for teachers and identifies measures to remove other tasks assigned to teachers;
- b. Orients, capacitates, and provides appropriate and timely technical assistance to school personnel on the implementation of this Order;
- c. Addresses school queries and concerns in relation to the implementation of this policy;
- d. Monitors and evaluates the compliance with this Order; and
- e. Provides technical assistance to schools based on the results of monitoring and evaluation.

Administrative Unit-Personnel Section

- a. Ensures strict compliance with the deployment and prescribed workload for school-based personnel by conducting personnel and workload audits in coordination with the Planning and Research Section.

4. Schools

- a. School Heads ensure strict compliance with the prescribed workload of teachers using eSF7; and
- b. Strengthens monitoring and evaluation of the implementation of this Order.

D. Grievance Mechanism

Concerns, complaints, and/or violations arising from the implementation of this policy shall be addressed through the grievance machinery provided under DO No. 35, s. 2004 (*Revision of the Grievance Machineries of the Department of Education*) or pertinent rules on administrative cases in the civil service.

VI. MONITORING AND EVALUATION

The Department of Education, through the BHRD, shall monitor, evaluate, and review the implementation of this policy. Furthermore, BHRD-SED shall gather

feedback on the implementation of these guidelines from concerned personnel across different governance levels.

Anchored on the principles of decentralization and shared governance, the Department aims to empower the field offices in terms of monitoring and evaluating policy implementation and providing technical assistance.

VII. REPEALING CLAUSE

All other DepEd Orders, Memoranda, and related issuances, rules and regulations, and provisions which are inconsistent with this Order are hereby rescinded or modified accordingly.

VIII. SEPARABILITY CLAUSE

If any provision of this Order is declared invalid or unenforceable by competent authority or the Courts, all other provisions not affected shall remain in force and in effect.

IX. TRANSITORY PROVISION

To ensure the smooth and effective implementation of this Order, the SDOs shall immediately implement the following within a period not exceeding sixty (60) calendar days:

- a. Clustering Strategies - Schools without existing or sufficient non-teaching personnel shall be clustered, with each cluster being composed of a maximum of three (3) schools;
- b. Deploy administrative support personnel to perform administrative tasks for the clustered schools;
- c. Immediately transfer and turnover existing administrative tasks performed by teachers to school heads and non-teaching personnel; and
- d. Hire additional Administrative Support personnel, if necessary.

The RO and SDO concerned shall provide schools with the necessary support during this transition period.

In view of the ongoing study on the School Organizational Structure and Staffing Standards, provisions that may be found inconsistent with its implementation shall be subject to further review.

X. EFFECTIVITY

This DepEd Order shall take effect immediately upon its approval, issuance, and publication on its website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

XI. REFERENCES

1. Department of Education. (2023). *DepEd Order No. 007, s. 2023 or the*

Guidelines on the Recruitment, Selection, and Appointment in the Department of Education

2. Department of Education. (2009). *DepEd Order No. 16, s. 2009 - Addendum to DepEd Memorandum No. 291, s. 2008 (Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers)*
3. Department of Education. (2008). *DepEd Memorandum No. 291, s. 2008 - Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers*
4. Civil Service Commission. (2008). *CSC Resolution No. 080096 dated January 28, 2008*
5. Department of Education. (2005). *DepEd Order No. 9, s. 2005 - Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*
6. Department of Education. (2004). *DepEd Order No. 35, s. 2004 - Revision of the Grievance Machineries of the Department of Education*
7. Official Gazette of the Philippines. (2001). Republic Act No. 9155 - Governance of Basic Education Act of 2001
8. Official Gazette of the Philippines. (1966). Republic Act No. 4670 - *The Magna Carta for Public School Teachers*



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE - CAPIZ

September 29, 2022

DIVISION MEMORANDUM

No. 367, s. 2022

**REITERATION OF THE DUTIES AND RESPONSIBILITIES OF THE
DESIGNATED DISTRICT AND SCHOOL PLANNING OFFICERS AND
PROVISION OF OVERTIME SERVICES(OT)**

To: Public Schools District Supervisors/Officers-in-charge of the Districts
Public Elementary, Secondary, and Integrated School Heads
Designated District and School Planning Officers

1. DepEd Order No. 52, s. 2016 has implemented the Learner Information System (LIS) and Enhanced Basic Education System (EBEIS) in order to establish an accurate and reliable registry of learners, schools, and learning centers that will ensure the availability of data and information which play a vital role in planning and budgeting, allocation of resources, and setting operational targets to ensure access to complete quality basic education.
2. In this connection, this Office, through the Planning and Research Section of the School Governance Operations Division has designated District and School Planning Officers with the following duties and responsibilities based on DepEd Order No. 52, s. 2016 (Data Collection of Basic Education Statistics in the Learner Information System and Enhanced Basic Education Information System for Beginning of School Year 2016-2017), DepEd Order 26, s. 2015 (Learner Information System (LIS) and Enhanced Basic Education Information System (EBEIS) Updating for Beginning of School Year (BOSY) 2015-2016), and DepEd Order No. 58, s. 2008 (Authorizing the Grant of Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education System):
 - a. update the Beginning of the School Year (BOSY) enrollment;
 - b. update other data required at the End of School Year (EOSY);
 - c. finalize the classes and school and ensure the correctness of the learner's data at the End of School Year (EOSY);
 - d. encode the Enrollment during Early Registration in the LIS;



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE - CAPIZ

- e. encode the Quick Count Enrollment by grade level and sex in the LIS;
 - f. update and Upload School Information in the EBEIS, (GESP/GJHSP/GSHSP);
 - g. maintain School Profile in the EBEIS (e.g. address/telephone no./email address);
 - h. maintain Learners Profile in the LIS (creation of Learner Reference Number (LRN), updating enrolment data of learners, defining and maintaining classes for given school year and class adviser's data in the LIS;
 - i. issue the user accounts to all school advisers and shall give them appropriate access to the LIS;
 - j. ensure that advisers have updated the learner data in the Beginning of School Year (BOSY);
 - k. update and Maintain National Building School Inventory (NSBI) data in the BEIS; and
 - l. does other activities related to BEIS/LIS/NSBI.
3. DepEd Order No. 26, s. 2015 provides that "All government employees involved in the LIS and EBEIS at the schools, district, and division levels are allowed to render overtime (OT) services during weekdays, weekends, and holidays when necessary to meet the LIS target schedules. At the school level, these OT services can be converted to service credits".
4. The designated District and School Planning Officers shall submit the following requirements to the office of the Planning & Research Section for them to avail of the said service credits:
- a. Approved Designation Letter as District/School Planning Officers duly signed by the Schools Division Superintendent;
 - b. Daily Time Record reflecting the actual number of hours worked in the BEIS/LIS/NSBI and other reports related to the Planning Section; and
 - c. Certification from the school head indicating the number of hours rendered by the designated District and School Planning Officers.



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE - CAPIZ

5. The names of the designated School Planning Officers shall be submitted to the Division Planning Office for inclusion in the Elementary BEIS/LIS, 2-ELEMENTARY BEIS/LIS, and NSBI/BEIS group chats in Facebook Messenger.

6. Immediate dissemination of and strict compliance with this Division Memorandum are directed.


MIGUEL MAC/D. APOSIN EdD, CESO V
Schools Division Superintendent



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>