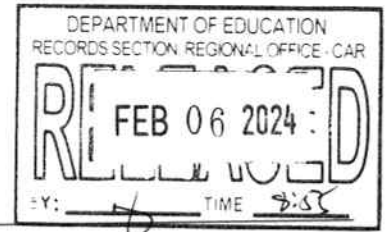




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



**REGIONAL MEMORANDUM**

No. **074.2024**

**DISSEMINATION OF MEMORANDUM DM-OUHROD-2024-0123 "IMPLEMENTATION STRATEGY ON THE IMMEDIATE REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS PURSUANT TO DEPED ORDER NO. 002, S. 2024"**

To: Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Divisions  
All Others Concerned

1. Enclosed is **DepEd Memorandum DM-OUHROD-2024** providing a guide for the effective implementation of DepEd Order No. 2, s. 2024 "Immediate Removal of Administrative Tasks of Public School Teachers".
2. In view hereof, Schools Division Offices (SDOs) are required to accomplish the template provided (Download here: <https://bit.ly/NonTeachingPersonnelClusterReport>). Kindly submit the **Excel file and scanned signed copy** to [car.personnel@deped.gov.ph](mailto:car.personnel@deped.gov.ph) on or before **February 13, 2024**.
3. For other concerns, kindly contact the Personnel Section, Administrative Services Division at Tel. No. 422-1318 or through email at [car.personnel@deped.gov.ph](mailto:car.personnel@deped.gov.ph).
4. For information, dissemination, and immediate compliance.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director

ADMIN/MAB/EAA/dom/RM-Dissemination of DO No. 2, s. 2024  
February 2, 2024



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318

Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)

 DepEd Tayo Cordillera

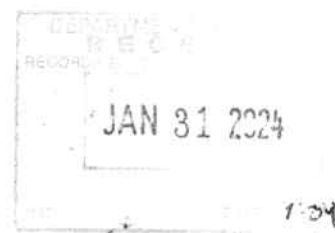
 <https://depedcar.ph>



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;



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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Effectivity	03.23.23	Page	1 of 2



DepEd Order No. 002, S. 2024

- 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](mailto: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.**