



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2023-024

To : SGOD Personnel
CID Personnel
Division Office Unit Heads
All Others Concerned

Subject : **REMINDER TO REFRAIN FROM UNNECESSARY TASKS FROM THE TEACHERS**

Date : January 19, 2024

Herewith are Regional Memorandum AD-2024-010 and Memorandum OUA-OUT-121423-P3-1 dated January 04, 2024, on "Reminder to Refrain from Unnecessary Tasks from the Teachers", contents of which are self-explanatory.

Relative to this, all functional divisions are reminded **to refrain from unnecessary tasks from the teachers**. This is to enable teachers to focus and maximize their time in performing teaching functions.

For information and compliance.


MELANIE P. ESTACIO, PhD, CESO VI
OIC - Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
24-115371
DATE: JAN 24 2024 TIME: 1:07 PM
BY: 

Enclosed: As stated.

CID/bsd



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RS
27101



Republic of the Philippines
Department of Education
DAVAO REGION

Schools Division Office - Davao Region
RECORDS SECTION

17 JAN 2024

115974
9:26

Office of the Regional Director

REGIONAL MEMORANDUM

AD-2024-010

To : Schools Division Superintendents

Subject: REMINDER TO REFRAIN FROM REQUIRING UNNECESSARY TASKS FROM THE TEACHERS

Date : January 16, 2024

Herewith is Memorandum DOUA-OUT-121423-P3-1 dated January 04, 2024, on reminder to refrain from requiring unnecessary tasks from the teachers, which is self-explanatory.

For information and strict compliance.

ALLAN G. FARNAZO

Director IV

Enclosed: As stated.

ROA3/PS/ljtj

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By:
Date: Jan. 17, 2024
27101



Address: F. Torres St., Davao City (8000)
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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

DEPARTMENT OF EDUCATION ROXI
 RECORDS SECTION
RECEIVED
 BY: [Signature]
 DATE: 1-12-24
 TIME: 9:34

OUA-OUT-121423-P3-1

MEMORANDUM

TO : REGIONAL DIRECTORS

ATTENTION : CHIEFS OF THE POLICY, PLANNING, AND RESEARCH DIVISION
 CHIEFS OF THE QUALITY ASSURANCE DIVISION

FROM : **NOLASCO A. MEMPIN**
 Undersecretary for Administration
[Signature]

REVSEE A. ESCOBEDO
 Undersecretary for Operations
[Signature]

SUBJECT : REMINDER TO REFRAIN FROM REQUIRING UNNECESSARY TASKS FROM THE TEACHERS

DATE : 04 JANUARY 2024

This has reference to the report forwarded to the Central Office on **26 November 2023** that some teachers were made to prepare or fill out templates for the assessment of Programs, Projects, and Activities (PPAs) which are supposedly done only at the Regional or Schools Division Offices' level.

To reiterate, the Department of Education (DepEd) had previously issued various policies acknowledging the varied duties and responsibilities that a public school teacher fulfills consistent with Republic Act (RA) 4670, otherwise known as the Magna Carta for Public School Teachers, to wit: DepEd Order (DO) No. 39, s. 1990 (Deployment and Assignment of Public School Teachers), DepEd Memorandum (DM) 291, s. 2008 (Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers), and DepEd Order 16, s. 2009 (Addendum to DM 291, s. 2008).

In view of the foregoing, all Regional Directors are requested to remind the Chiefs of the Functional Divisions within the regional and division offices including the Superintendents and Public Schools District Supervisors **to refrain from requiring unnecessary tasks from the teachers**. This is for the purpose of enabling teachers to focus and maximize their time in performing teaching functions.

Any DepEd personnel who will violate any provisions of these policies shall be dealt with administratively pursuant to DO No. 49, s. 2006, otherwise known as the Revised Rules of Procedure of the Department of Education in Administrative Cases without prejudice to other legal remedies available to the government.

For strict compliance.



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