



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

15 Jan 2024

DIVISION MEMORANDUM

No. 047 s. 2024

**REMINDER TO REFRAIN FROM REQUIRING UNNECESSARY TASKS
FROM THE TEACHERS**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. With reference to the issued memorandum by the **Office of the Undersecretary for Administration OUA-OUT-121423-P3-1**, titled **Reminder to Refrain from Requiring Unnecessary Tasks From The Teachers** dated January 4, 2024, this Office reiterates this reminder for office and school personnel, including the OIC-Assistant Schools Division Superintendent, Chief Education Supervisors, Education Program Supervisors other SDO Personnel, and Public Elementary and Secondary School Heads **to refrain from requiring unnecessary tasks from the teachers**. This is to enable teachers to focus and maximize their time in performing teaching functions.

2. Attached is a copy of the Memorandum for your reference.

3. For immediate dissemination and strict compliance of all concerned.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: OUA-OUT-121423-P3-1

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

REFRAIN FROM REQUIRING UNNECESSARY TASKS

SGOD- reminder to refrain from requiring unnecessary tasks from the teachers
SGOFN8GJ-000023/Janury 15, 2024



Republic of the Philippines
Department of Education



OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

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

REVSEE A. ESCOBEDO
Undersecretary for Operations 

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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