



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division
Superintendent

13 MAR 2024

DIVISION MEMORANDUM
No. 025, s. 2024

**DEPED ADVISORY ON DEPED ORDER NO. 002, S. 2024 OR THE IMMEDIATE
REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS**

TO: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
All Others Concerned

1. This Office is circulating the enclosed DepEd Advisory issued by Atty, Resty C. Osias, Director V, Bureau of Human Resource and Organizational Development regarding DepEd Order No. 002, s. 2024 titled **“Immediate Removal of Administrative Task of Public School Teachers”**.
2. For more information and guidance, please refer to the attached DepEd Advisory.
3. Immediate dissemination of this memorandum is enjoined.


NERI C. OJASTRO EdD, CESO V
Schools Division Superintendent

Encl.: As stated

NCO/EQA-RVV/AdS/LBY/jlbalacy
March 18, 2024



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644





RECEIVED
MAR 7 2024

DepEd Negros Oriental <negros.oriental@deped.gov.ph>

Fwd: [ADVISORY] Advocacy Materials on the DepEd Order No. 002, s. 2024, or the Immediate Removal of Administrative Tasks of Public School Teachers

Bureau of Human Resource and Organizational Development Office of the Director
<bhrod.od@deped.gov.ph>

Thu, Mar 7, 2024 at
4:10 PM

To: abra@deped.gov.ph, apayao@deped.gov.ph, benguet@deped.gov.ph, ifugao@deped.gov.ph, mt.province@deped.gov.ph, DepEd Baguio City <baguio.city@deped.gov.ph>, tabuk.city@deped.gov.ph, DepEd Batanes <batanes@deped.gov.ph>, sdo.cagayan@deped.gov.ph, isabela@deped.gov.ph, nuevavizcaya.depedro2@gmail.com, quirino.depedro2@gmail.com, uayan.depedro2@gmail.com, ilagan.depedro2@gmail.com, DepEd Santiago City <santiago.city@deped.gov.ph>, tuguegarao@deped.gov.ph, aurora@deped.gov.ph, DepEd Bataan <bataan@deped.gov.ph>, bulacan@deped.gov.ph, nueva.ecija@deped.gov.ph, pampanga@deped.gov.ph, tarlac@deped.gov.ph, DepEd Zambales <zambales@deped.gov.ph>, angeles.city@deped.gov.ph, balanga.city@deped.gov.ph, cabanatuan.city@deped.gov.ph, gapan.city@deped.gov.ph, mabalacat.city@deped.gov.ph, malolos.city@deped.gov.ph, DepEd Meycauayan City <meycauayan.city@deped.gov.ph>, olongapo.city@deped.gov.ph, depedcsfp@gmail.com, sanjose.city@deped.gov.ph, DepEd San Jose del Monte City <sanjosedelmonte.city@deped.gov.ph>, munozscience.city@deped.gov.ph, tarlac.city@deped.gov.ph, records.sdomarinduque@deped.gov.ph, oriental.mindoro@deped.gov.ph, deped.palawan2@gmail.com, calapan.city@deped.gov.ph, puerto.princesa@deped.gov.ph, albay@deped.gov.ph, camarines.norte@deped.gov.ph, camarines.sur@deped.gov.ph, DepEd Catanduanes <catanduanes@deped.gov.ph>, masbate@deped.gov.ph, sorsogon@deped.gov.ph, iriga.city@deped.gov.ph, legazpi.city@deped.gov.ph, ligao.city@deped.gov.ph, masbate.city@deped.gov.ph, naga.city@deped.gov.ph, sorsogon.city@deped.gov.ph, tabaco.city@deped.gov.ph, aklan@deped.gov.ph, antique@deped.gov.ph, capiz@deped.gov.ph, guimaras@deped.gov.ph, DepEd Iloilo <iloilo@deped.gov.ph>, negros.occidental@deped.gov.ph, bacolod.city@deped.gov.ph, ed.bagocity@deped.gov.ph, deped.cadizcitydivision@deped.gov.ph, escalante.city001@deped.gov.ph, iloilocitydivision@gmail.com, kabankalan.city@deped.gov.ph, lacarlota.city@deped.gov.ph, passi.city@deped.gov.ph, ed.roxascity@deped.gov.ph, sagay.city@deped.gov.ph, deped.sipalaycity@deped.gov.ph, victorias.city@deped.gov.ph, sancarlos.city6@deped.gov.ph, deped.bohol@deped.gov.ph, cebu@deped.gov.ph, negros.oriental@deped.gov.ph, siquijor@deped.gov.ph, bais.city@deped.gov.ph, bayawan.city@deped.gov.ph, bogo.city@deped.gov.ph, carcarcitydivision@yahoo.com.ph, cebu.city@deped.gov.ph, danao.city@deped.gov.ph, dumaguete.city@deped.gov.ph, guihulngan.city@deped.gov.ph, deped.lapulapu@deped.gov.ph, mandaue.city001@deped.gov.ph, tagbilarancity.division@deped.gov.ph, talisacity.division@deped.gov.ph, toledo.city@deped.gov.ph, depedbiliran@gmail.com, leyte@deped.gov.ph, northern.samar@deped.gov.ph, western.samar@deped.gov.ph, southern.leyte@deped.gov.ph, baybay.city@deped.gov.ph, gorgoniojr.diaz@deped.gov.ph, depedcatbalogancitydivision15@gmail.com, maasin.city@deped.gov.ph, ormoc.city@deped.gov.ph, tacloban.city@deped.gov.ph, depedzanortedivision@yahoo.com, depedzambosur@gmail.com, zamboanga.sibugay@deped.gov.ph, dapitan.city@deped.gov.ph, dipolog.city@deped.gov.ph, isabela.city@deped.gov.ph, pagadian.city@deped.gov.ph, DepEd Zamboanga City SDO <zamboanga.city@deped.gov.ph>, compostela.valley@deped.gov.ph, deped.davsus@gmail.com, division.davaooccidental@deped.gov.ph, davao.city@deped.gov.ph, digos.city@deped.gov.ph, mati.city@deped.gov.ph, panabo.city@deped.gov.ph, northcotabato.division@deped.gov.ph, saranggani@deped.gov.ph, south.cotabato@deped.gov.ph, sultan.kudarat@deped.gov.ph, depedgensan@deped.gov.ph, koronadal.city@deped.gov.ph, tagum.city@deped.gov.ph, omar.obas@gmail.com, kidapawan.city@deped.gov.ph, san.norte@deped.gov.ph, depedagusandelsur@deped.gov.ph, dinagatdivision@gmail.com, surigao.delnorte@deped.gov.ph, surigaodelsur.division@deped.gov.ph, ped.bayugan@gmail.com, bislig.city@deped.gov.ph, butuan.city@deped.gov.ph, cabadbaran.city@deped.gov.ph, rgao@deped.gov.ph, surigao.city@deped.gov.ph, tandag.city@deped.gov.ph, amator.garcia@deped.gov.ph
Cc: School Effectiveness Division <bhrod.sed@deped.gov.ph>

ADVISORY

The Department of Education (DepEd) issued **DepEd Order No. 002, s. 2024**, or the **Immediate Removal of Administrative Tasks of Public School Teachers**, which aims to allow teachers to focus on their core mandate of teaching.

As per the DepEd Order, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall provide guidance for a smooth and effective implementation of the said policy.

Consequently, the BHROD-SED commits to furnish DepEd field offices and schools with regularly updated advocacy materials. To access these materials, please visit the following link:

- **Tools and Procedure** on the implementation strategies for DepEd Order 002, s. 2024. https://bit.ly/TeacherWorkload_ToolsandProcedure
- **General Quick Guide** provides a clear overview of key points about the policy. <https://bit.ly/QuickGuide-General>
- **Hiring Process Quick Guide** provides a detailed process for the hiring of school-based Administrative Support Staff under Contract of Service. <https://bit.ly/QuickGuide-HIRINGPROCESS>
- **Frequently Asked Questions (FAQs)** to address the common concerns, issues, and inquiries regarding the policy. <https://bit.ly/-FAQs->

In connection with this, we kindly request your cooperation in ensuring that these materials are properly disseminated to **all schools** within your jurisdiction.

Should you have any questions or concerns, please contact BHROD-SED through this landline number (02) 8633-5397 or email at bhrod.sed@deped.gov.ph.

Thank you.

For your information and guidance.

[SIGNED]

ATTY. RESTY C. OSIAS, LL.M., CESO IV

Director IV

----- Forwarded message -----

From: **Bureau of Human Resource and Organizational Development Office of the Director**
<bhrod.od@deped.gov.ph>

Date: Thu, Mar 7, 2024 at 3:07 PM

Subject: [ADVISORY] Advocacy Materials on the DepEd Order No. 002, s. 2024, or the Immediate Removal of Administrative Tasks of Public School Teachers

To: DepEd I Ilocos Region <region1@deped.gov.ph>, DepEd II Cagayan Valley <region2@deped.gov.ph>, Department of Education Regional Office III <region3@deped.gov.ph>, DepEd Region IV-A CALABARZON <region4a@deped.gov.ph>, mimaropa region <mimaropa.region@deped.gov.ph>, DepEd V Bicol Region <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, DepEd Region VII Central Visayas <region7@deped.gov.ph>, Department of Education Region VIII <region8@deped.gov.ph>, DepEd RO-IX ZamPen <region9@deped.gov.ph>, Department of Education Region 10 <region10@deped.gov.ph>, DepEd XI Davao Region <region11@deped.gov.ph>, DepEd XII Soccsksargen <region12@deped.gov.ph>, DepEd Region XIII CARAGA <caraga@deped.gov.ph>, DepEd Cordillera Administrative Region <car@deped.gov.ph>, DepEd NCR <ncr@deped.gov.ph>

Cc: School Effectiveness Division <bhrod.sed@deped.gov.ph>

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[SIGNED]

ATTY. RESTY C. OSIAS, LL.M., CESO IV

Director IV

Bureau of Human Resource and Organizational Development

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Bureau of Human Resource and Organizational Development

Office of the Director

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[SIGNED] [ADVISORY] Advocacy Materials-DO 002, s. 2024 (1).pdf

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Republic of the Philippines
Department of Education

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

OFFICE OF THE DIRECTOR

ADVISORY

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Bureau of Human Resource and Organizational Development

