

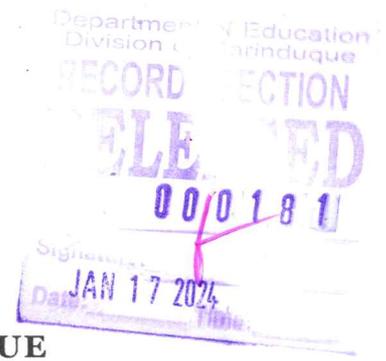


Republic of the Philippines

Department of Education

MIMAROPA Region

SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

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

DATE: January 15, 2024

Please find attached **DepEd Memorandum OUA-OUT-121423-P3-1** re: **Reminder to Refrain from Requiring Unnecessary Tasks from the Teachers**, for information, reference and guidance of all concerned.

Immediate dissemination of this Memorandum is desired.

ASDS/ral

*"DepEd Marinduque: Heart of the Philippines.
Lead to Excel, Excel to Lead."*



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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

[Signature]
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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