



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

April 12, 2024

DIVISION MEMORANDUM

No. 234, s. 2024

**INITIAL IMPLEMENTATION GUIDELINES FOR
DEPED ORDER NO. 002, S. 2024**

To: School Heads/SICs
Administrative Officers II
Non-Teaching School Personnel
All Others Concerned
This Division

1. Pursuant to DepEd Order No. 002, s. 2024, dated January 26, 2024, entitled "Immediate Removal of Administrative Tasks of Public School Teachers", this Office hereby directs the assumption of responsibility for administrative tasks within schools by School Heads and Non-teaching Personnel. Said tasks encompass Personnel Administration, Property/Physical Facilities Custodianship, General Administrative Support, Financial Management, Records Management and Program/Project Management.
2. Due to the limited number of non-teaching personnel and the need to rectify disparities in the allocation of administrative responsibilities, this Office has identified ninety-one (91) schools eligible for additional Maintenance and Other Operating Expenses for the hiring of administrative support staff under Contract of Service (COS) or Job Order (JO). Please refer to the enclosed list.
3. Non-teaching personnel are tasked with providing administrative and technical support to the School Head and other school personnel to ensure the seamless operation of daily school functions. Their duties include assisting the School Head in the preparation, execution, advocacy, monitoring, and evaluation of programs, projects, and activities. Additionally, they are expected to perform any other administrative and technical assistance as may be determined by the School Head.
4. In the event that no Administrative Officer II is assigned to the school, the administrative support staff under Contract of Service (COS) or Job Order (JO) shall assume the responsibilities. However, it shall fall under the purview of the School Head to receive inventory reports and affix signatures on reportorial and other related documents.



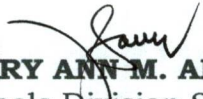
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5. Immediate dissemination of and strict compliance with this Memorandum is directed.

EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent


MARY ANN M. ALLERA
Assistant Schools Division Superintendent
Officer-In-charge
Office of the Schools Division Superintendent

OSDS/ELO/mama/jlsr/mce/cget



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