



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region X – Northern Mindanao  
**DIVISION OF MISAMIS ORIENTAL**  
Cagayan de Oro City



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**DIVISION MEMORANDUM**  
No. 303 S. 2017

**CLARIFICATION OF BOOKKEEPERS/DISBURSING OFFICERS/ADMINISTRATIVE  
OFFICERS' FUNCTIONS BASED ON REVISED OMNIBUS RULES ON  
APPOINTMENTS**

To: Education Program Supervisors  
Public Schools District Supervisors/District In-Charge  
Elementary and Secondary School Heads  
Bookkeepers/Disbursing Officers/Administrative Officers  
This Division

1. Sec. 6 of the Revised Omnibus Rules on Appointments and other Personnel Actions (2008) re Other Personnel Movement, letter e-Designation – Guidelines on Designation in the Civil Service (CSC Res. No. 05-0157/CSC MC No. 6, s. 2005) states that, "**First level personnel cannot be designated to perform the duties of the second level positions.**"
2. In view of this, all Elementary and Secondary School Heads are reminded that non-teaching personnel shall not be given teaching load.
3. Furthermore, teachers without class advisories and other special assignments shall be given 360 minutes of actual teaching load. In addition, no teacher shall be detailed in the Principal's or District Office.
4. For your information and compliance.

  
**CHERRY MAE L. LIMBACO, Ph. D., CESO V**  
Schools Division Superintendent