



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

October 13, 2023

REGIONAL MEMORANDUM

No. 1068, s. 2023

To: Schools Division Superintendents
 SDO Marikina
 SDO Navotas
 SDO Quezon City

FACE-TO-FACE FOCUS GROUP DISCUSSION (FGD) FOR THE REVIEW OF TEACHERS' ANCILLARY AND ADMINISTRATIVE TASKS

1. In reference to the Memorandum DM-OUHROD-2023-1529 titled "*Focus Group Discussion (FGD) with Select School Heads and Teachers for the Review of Teacher Ancillary Tasks and Administrative Tasks*", this Office informs the concerned that the participants to the above-captioned subject are the following;

Name of Participants	Position	School	SDO
1. Julie Ann Marie S. Nombrado	Teacher I	Marikina Elementary Schol	Marikina
2. Rommel Penaranda	Assistant Principal	Navotas National High School	Navotas
3. Edna V. Banaga	Principal IV	Judge Feliciano Belmonte Sr. High School	Quezon City
4. Lou Sabriona S. Ongkiko	Master Teacher I	Culiat Elementary School	Quezon City

2. The activity will be held on **October 16, 2023, at 1:00 PM at BHRD Conference Room, 4th Floor, Mabini Building, DepEd Central Office, Pasig City**



Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph


Website: <http://www.depedncr.com.ph>

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3. Details of the said undertaking are stipulated in the attached Memorandum. For further inquiries and concerns please contact BHROD-HRDD through Ms. Ina Mallari at the telephone number (02)8633-5397 or email address: bhrod.sed@deped.gov.ph.
4. Immediate dissemination and compliance of this memorandum is desired.


WILFREDO E. CABRAL, CESO III
Regional Director



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Attachment: Memorandum DM-OUHROD-2023-1529



Republika ng Pilipinas
Department of Education
 OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
 DM-OUHROD-2023-1529

TO : **WILFREDO E. CABRAL**
 Regional Director
 National Capital Region

ATTY. ALBERTO T. ESCOBARTE
 Regional Director
 DepEd Region IV-A

CONCERNED SCHOOLS DIVISION SUPERINTENDENTS

FROM : **GLORIA JUMAMIL-MERCADO**
Undersecretary for Human Resource and Organizational Development

SUBJECT : **FOCUS GROUP DISCUSSION (FGD) WITH SELECT SCHOOL HEADS AND TEACHERS FOR THE REVIEW OF TEACHER ANCILLARY TASKS AND ADMINISTRATIVE TASKS**

DATE : October 11, 2023

The Department of Education (DepEd), under the *MATATAG* Agenda, aims to manage teachers' workload to *give support for teachers to teach better*. In this regard, the Department intends to unload teachers of administrative tasks and provide manpower complement in schools.

In support of the above, the Bureau of Human Resource and Organizational Development (BHROD), in coordination with other concerned offices, **endeavors to review the most common ancillary tasks of teachers and provide a responsive policy** that will govern the workload of teachers with regard to teacher ancillary and administrative tasks.

In this regard, the BHROD-School Effectiveness Division (BHROD-SED) shall conduct a **focus group discussion** with the following agenda and details:

A. Agenda

- Discuss the workload of teachers per Magna Carta of Public School Teachers, CSC Resolution No. 080096, and DepEd Memorandum No. 291, s. 2008;



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- Discuss policy directions with regard to workload of teachers particularly on Teacher Ancillary and Administrative Tasks; and
- Discuss the job summary and other details of the 50 most common ancillary tasks identified by Planning Service in 2018.

B. Selected Participants

Name	Position	Region	SDO	School
1. Edna V. Bañaga	Principal IV	NCR	Quezon City	Judge Feliciano Belmonte Sr HS
2. Karheena E. Adriano	Principal II	RO IV-A	Rizal	San Francisco ES
3. Rommel Peñaranda	Assistant Principal	NCR	Navotas City	Navotas National HS
4. Lou Sabrina S. Ongkiko	Master Teacher I	NCR	Quezon City	Culiat ES
5. Julie Ann Marie S. Nombrado	Teacher I	NCR	Marikina City	Marikina ES

**This serves as formal notice of meeting of the identified participants*

C. Schedule and Venue

Schedule	Venue
October 16, 2023 (Monday) 1:30 PM-4:00 PM	Face-to-Face/Onsite BHROD Conference Room 4 th Floor, Mabini Building Department of Education Central Office Pasig City

D. FGD Materials

Other materials will be provided separately.

For further clarifications/concerns and confirmation of attendance, please contact Ms. Ina Mallari of BHROD-SED through **8633-5397** or via email at ina.mallari@deped.gov.ph.

For your appropriate action.



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