



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



BY:  DATE:

January 11, 2024


**REGIONAL MEMORANDUM**

ORD No. 014, s. 2024

**To:** Schools Division Superintendents  
 Functional Division Chiefs  
 All Others Concerned

**REMINDER TO REFRAIN FROM REQUIRING UNNECESSARY TASKS FROM THE TEACHERS**

1. This is in reference to the attached Memorandum No. OUA-OUT-121423-P3-1 dated January 4, 2024 signed by Nolasco A. Mempin, Undersecretary for Administration and Atty. Revsee A. Escobedo, Undersecretary for Operations relative to the above-captioned subject, contents of which are self-explanatory, for information and appropriate action.
2. In view thereof, this Office reiterates the provisions of the said issuance highlighting paragraph 3 which reminds the Regional and Schools Division Offices ***“to refrain from requiring unnecessary tasks from teachers”***.
3. Immediate dissemination and compliance with this Memorandum is desired.

  
**JOCELYN DR ANDAYA**  
 Director IV

Encl.: As stated



Address: Misamis St., Bago Bantay, Quezon City  
 Email address: ncr@deped.gov.ph  
 Website: depedncr.com.ph

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| Doc. Ref. Code | RO-ORD-F004 | Rev  | 00     |
| Effectivity    | 01.26.23    | Page | 1 of 1 |



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

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.