



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
**CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO**  
NAZARENE VILLE ELEMENTARY SCHOOL  
SAN ROQUE, ANTIPOLO CITY

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March 8, 2024

**SCHOOL OFFICE MEMORANDUM**

To :

Kindergarten-Grade 6 Teachers  
Subject Area Coordinators  
Non-teaching Personnel  
Others Concerned

**IMPORTANT CONCERNS ON THE FULL IMPLEMENTATION OF DO NO. 2, s. 2024**

1. In compliance with DepEd Order No. 2, s. 2024, otherwise known as Immediate Removal of Administrative Tasks of Teaching Personnel, dated January 26, 2024, this office directs everyone about the following important concerns which shall be in full implementation after the 2-month transitory period:

- a. **Teachers staying at the office or roaming around the school campus is strictly prohibited especially during class hours.**
- b. **Only Master Teachers and other key teachers involved or who will have direct duties and responsibilities as Chairperson, Vice-Chairperson, and members of Bids and Awards Committee and TWG and Inspectorate Team members can perform during their 2-hour ancillary time or as the need arises especially during ADAS/COA inspection of deliveries.**
- c. **As per recommendation of higher officials, Master Teachers shall render a total of eight hours wherein 6 hours is devoted to teaching while the remaining 2 hours shall be rendered to technical assistance provision and performance of other duties and responsibilities and data management/report submission.**
- d. **Class teacher-advisers shall still handle ancillary tasks that are related to teaching and learning as well as the submission of needed data in concerned reports. Those who have previous/current administrative tasks will be given teaching-related tasks. It is also understood that 6 hours is for actual teaching only, the 2-hour ancillary time is still part of the whole service rendition of every employee based on Civil Service Commission guidelines and DepEd Memorandum No. 291, s. 2008. Therefore, teachers who do their 2-hour ancillary time at home shall submit means of verification via Google Drive Link (created by ICT Coordinators) that they have completed the 2-hour ancillary time for teaching-related tasks.**



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- e. **Master Teachers and other key teachers will also act as members of School-Based Management and TWG Team Leaders in any other program, project or activity.**
  - f. **A JO employee/non-teaching personnel shall handle a cluster of programs/administrative/clerical tasks as well as prepare and facilitate the submission of reports. Overseeing the smooth conduct of the said programs will still be performed by key personnel involved as TWG members.**
  - g. **It is also understood that there should be proper turning over of documents as well as orienting the incoming coordinators/JO employees/non-teaching personnel who will handle administrative tasks before the end of the transitory period (March 26, 2024).**
  - h. **Other concerns that may arise shall be dealt with and provided in a separate memorandum.**
2. For information, dissemination, and compliance.

  
**GEOFFREY T. UNIDA**  
School Principal I