



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

March 15, 2024

DIVISION MEMORANDUM

No. DIV s. 2024

**DISSEMINATION OF ADVOCACY MATERIALS ON THE IMPLEMENTATION OF
DEPED ORDER NO. 002, S. 2024, OR THE IMMEDIATE REMOVAL OF
ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS**

To: Assistant Schools Division Superintendent
Chiefs of Functional Divisions
Education Program Supervisors and Specialists
Public Schools District Supervisors/ Districts In-charge
Private School Administrators
All Others Concerned

1. As per Advisory from the Office of the Director of the Bureau of Human Resource and Organizational Development received as reiterated in Regional Memorandum No. 278, s. 2024 dated March 11, 2024, this Office hereby disseminates the following Advocacy Materials on The Implementation of **DepEd Order No. 002, s. 2024, or the Immediate Removal of Administrative Tasks of Public School Teachers.**
2. School Heads, Administrative Officers, and other concerned DepEd Personnel are hereby advised to download and further disseminate information on the following:

Tools and Procedures on the implementation strategies for DepEd Order 002, 2024, https://bit.ly/TeacherWorkload_ToolsandProcedure

The aforesaid link has downloadable format of the following documents

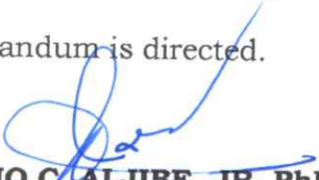
- a. Copy of DepEd Order No. 002, s. 2024, or the *Immediate Removal of Administrative Tasks of Public School Teachers.*
- b. Infographics on Frequently Asked Questions on DepEd Order No. 002, s. 2024, or the *Immediate Removal of Administrative Tasks of Public School Teachers.*



Mabini St., Brgy. Acacia, Catarman, Northern Samar, 6400, Philippines
Telefax: (055) 500 1020
Email: northernsamar@deped.gov.ph
Division Official Website: <https://northernsamar.deped.gov.ph>



- c. Guidelines on the Hiring of Contract of Service (CoS) Administrative Support Staff, containing downloadable formats of the following pertinent document;
 - i Sample Authority to hire **Administrative Support Staff** under Contract of Service (CoS)
 - ii Sample Term of Reference for the hiring of **Administrative Support Staff** under Contract of Service (CoS); and
 - iii Sample Contract for the hiring of **Administrative Support Staff** under Contract of Service (CoS);
 - d. Downloadable format of Memorandum issued by the Human Resource and Organizational Development DM-OUHROD-2024-0123 Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School Teachers Pursuant to DepEd Order No. 002, S. 2024.
3. Immediate dissemination of this Memorandum is directed.


GAUDENCIO C. ALJIBE, JR, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DepEd Northern Samar

RELEASED

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