



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JAN 31 2024

MEMORANDUM

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

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Education Program Supervisor, SGOD  
Public Elementary and Secondary School Heads / OICs  
Administrative Officer V  
All Others Concerned

1. Attached is DepEd Memorandum OUA-OUT-121423-P3-1 dated January 4, 2024 on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to the third and fourth paragraphs of the said Memorandum, directing the Regional and Division Offices to refrain from requiring unnecessary tasks from the teachers to enable them to devote their time in performing teaching functions.
3. Strict compliance of all concerned is directed.

  
**EVANGELINE P. LADINES, CESO V**  
Schools Division Superintendent

Encl: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

ASSIGNMENT          WORK HOURS          TEACHERS

MRAO / DM – REMINDER TO REFRAIN FROM REQUIRING UNNECESSARY TASKS FROM THE TEACHERS  
030/JANUARY 15, 2024

UN-2024-030



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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.



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