



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 07 2024

MEMORANDUM

**PRESENTATION OF THE STAFFING PATTERN OF SCHOOLS
IN LINE WITH DEPED ORDER NO. 002, S. 2024**


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

1. Pursuant to the implementation of DepEd Order No. 002, s. 2024 titled, "Immediate Removal of Administrative Tasks of Public School Teachers," the Schools Division Office of Muntinlupa City will conduct the above-captioned activity for all Public Elementary and Secondary School Heads on **March 12, 2024, 10:00 a.m.**, at the 4th Floor, Activity Center, SDO-Muntinlupa City.
2. The said activity aims to provide a comprehensive framework and overview of the staffing structure within schools to support the organizational planning and execution of administrative tasks in line with DO 2, s. 2024.
3. Relative to this, there will be a coordination meeting with the Division Committee on the Implementation of DO 2, s. 2024 on **March 11, 2024, 10:00 a.m.** in the Office of the Schools Division Superintendent to finalize the preparation of the said staffing pattern for the schools.
4. Immediate and wide dissemination of this Memorandum is desired.

For:

EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

By:


VIOLETA M. GONZALES, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

under the following subjects:

SCHOOLS PERSONNEL POLICY

MRAO / DM – PRESENTATION OF THE STAFFING PATTERN OF SCHOOLS

076 / March 5, 2024

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