



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

SEP 04 2024

MEMORANDUM

**SUBMISSION OF LIST OF DESIGNATED TEACHING AND NON-TEACHING PERSONNEL WITH THEIR ASSIGNED ANCILLARY AND ADMINISTRATIVE TASKS**

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

1. In reference to DepEd Order Nos. 002 and 005, s. 2024, Immediate Removal of Administrative Tasks of Public School Teachers and Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload, all public elementary and secondary schools are required to submit a signed complete list of designated teaching and non-teaching personnel with their assigned ancillary and administrative tasks for proper communication of each focal person.
2. Attached is the template for the list of ancillary and administrative tasks, which is also accessible at <https://tinyurl.com/TEMPLATE-ANCILLARY-ADMIN-TASK>. Schools shall submit both soft and hard copies of the document to the Planning & Research Section of SDO Muntinlupa.
3. For immediate dissemination and strict compliance of all concerned.

  
**VIOLETA M. GONZALES**

Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: as stated  
References: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

TEACHING & NON-TEACHING PERSONNEL  
ANCILLARY TASK  
ADMINISTRATIVE TASK

JDN/DM/Submission of List of Designated Teaching and Non-Teaching Personnel with their Assigned Ancillary and Administrative Tasks

310 / August 30, 2024

UN-2024-310



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
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[deped-muntinlupa.com](http://deped-muntinlupa.com)



School: \_\_\_\_\_

### NON-TEACHING TASKS

#### School Head

Task	Assigned Personnel	Position/ Designation
1. Head of Procurement Entity		
2. School-Based Management (SBM) Chair		
3. Monitoring and Evaluation (M&E)/ School Monitoring, Evaluation and Adjustment (SMEA) Coordinator		
4. Planning Officer		
5. Gender and Development (GAD) Coordinator		
6. Results-Based Performance Management System/ Performance Management Team		

#### Master Teacher

Task	Assigned Personnel	Position/ Designation
1. Learning Action Cell (LAC)/In-Service Training (INSET)		
· LAC Coordinator		
· INSET Coordinator		
2. Bidding and Awards Committee (BAC)		

#### Non-Teaching Personnel

Task	Assigned Personnel	Position/ Designation
1. School Health Focal Person		
a. Feeding Program Coordinator		
b. WinS Coordinator		
c. School Clinic		
d. Mental Health		
e. ARH (Adolescent Reproductive Health)		
2. Gulayan sa Paaralan Coordinator		
3. National Drug Education Program Coordinator		
4. School Testing Coordinator		
5. RPMS-HR/ Personnel Management Work		
6. Learning Resource/ Laboratory/ Library Custodian		
7. Property Custodian/ School Facilities Coordinator		
8. Bidding and Awards Committee (BAC) Secretariat		
9. Finance Officer		
10. Oplan Balik Eskwela Coordinator		
11. External Partnership Focal Person		
a. Adopt-a-School Program Coordinator		
b. Brigada Eskwela Coordinator		
c. Liaison & Special Events Coordinator		
12. Disaster Risk Reduction Management / Red Cross Coordinator		
13. Registrar/ Records Officer/ LIS-EBEIS		
a. Registrar/ Records Officer		
b. LIS- EBEIS Coordinator		
14. Canteen Manager		

Prepared by: \_\_\_\_\_

School Head