



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 16 2025

MEMORANDUM

No. 339, s. 2025

**SUBMISSION OF LIST OF DESIGNATED TEACHING, RELATED-TEACHING,
AND NON-TEACHING PERSONNEL WITH THEIR ASSIGNED ANCILLARY AND
ADMINISTRATIVE TASKS FOR SCHOOL YEAR 2025-2026**

To: OIC-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 compliance with DepEd Order No. 002, s. 2024, "Immediate Removal of Administrative Tasks of Public School Teachers," and DepEd Order No. 005, s. 2024, "Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload," this Office hereby directs all public elementary and secondary schools to submit a complete and signed list of designated teaching, related-teaching, and non-teaching personnel with their assigned ancillary and administrative tasks for School Year 2025-2026.

2. This initiative is intended to promote efficient workload distribution, ensure accountability, and facilitate effective communication with designated focal persons in the school system.

3. All schools are instructed to:

- a. accomplish the prescribed Excel template, which can be accessed through the following link, but not limited to the tasks or roles indicated therein:
<https://bit.ly/M07-SCHOOL-DESIGNATION-TEACHING-RELATED-TEACHING-NON-TEACHING-PERSONNEL>;
- b. upload the duly accomplished and signed designation form in PDF format via the same submission link provided by the Division Office; and
- c. submit one (1) hard copy of the signed list to the SGOD – Planning and Research Section for consolidation and official record.

4. All submissions must be completed on or before July 17, 2025.

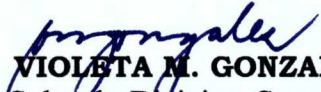
5. For further inquiries, please contact the SGOD – Planning and Research Section at planning.sdomuntinlupa@deped.gov.ph.

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6. 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

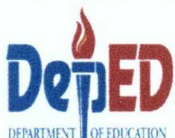
Enclosure: as stated
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

ANCILLARY TASK
ADMINISTRATIVE TASK
NON-TEACHING PERSONNEL
RELATED-TEACHING
TEACHING
WORKLOAD

JDN/DM/Submission of List of Designated Teaching, Related-Teaching, and Non-Teaching Personnel with their
Assigned Ancillary and Administrative Tasks for School Year 2025–2026

339 / July 14, 2025

NUM-2025-339



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

School; _____

ANCILLARY TASKS FOR REGULAR TEACHERS

Task	Assigned Personnel	Position/ Designation
1. Reading/Literacy and Numeracy		
a. Reading Coordinator (Filipino)		
b. Reading Coordinator (English)		
c. Numeracy Coordinator		
2. School Paper Adviser		
a. Filipino		
b. English		
3. Supreme Student Leader Government (SSLG) Adviser		
4. Special Education Coordinator		
5. Sports Coach/Trainer		
6. Guidance Advocate (CPC, MSD, Career Advocacy, etc.)		
7. Research Coordinator		
8. YES-O (Tree-planting, Scouting, etc.) Coordinator		
9. Information, Communication and Technology (ICT) Coordinator		
10. Grade Level Chairman		
- Subject Area Coordinator		
a. English		
b. Filipino		
c. Mathematics		
d. Science		
e. Araling Panlipunan		
f. MAPEH / CTP (CAT)		
g. EPP/TLE/TVE/TVL		
h. Edukasyon sa Pagpapakatao (EsP)		
i. ACAD		
j. SPORTS		
k. Arts & Designs		
For Select Schools		
Inclusive Coordinator		
- Arabic Language and Islamic Values		
- Indigenous People Education		
- ALS / Alternative Delivery Modalities Coordinator		

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		
LAC Coordinator		
INSET Coordinator		
2. Bidding and Awards Committee (BAC)		

**add-ons with regular teaching loads*

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		
Learning Resource/		
Laboratory (Science)		
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. Special Events Coordinator		
12. Disaster Risk Reduction Management /Red Cross Coordinator		
13. Registrar/ Records Officer/ LIS/BEIS		
a. Registrar/ Records Officer		
b. LIS Officer		
c. BEIS Coordinator		
14. Canteen Manager		

Prepared by:
