



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 10 2026

MEMORANDUM

No. 245, s. 2026

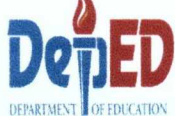
**SUBMISSION OF THE LIST OF DESIGNATED TEACHING, RELATED-
TEACHING, AND NON-TEACHING PERSONNEL WITH THEIR ASSIGNED
ANCILLARY AND ADMINISTRATIVE TASKS FOR SCHOOL YEAR 2026-2027**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
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, titled "Immediate Removal of Administrative Tasks of Public School Teachers," and DepEd Order No. 005, s. 2024, titled "Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload," this Office directs all public elementary and secondary schools to submit a complete and duly signed list of designated teaching, related-teaching, and non-teaching personnel, including their assigned ancillary and administrative tasks for School Year 2026-2027.
2. This initiative aims to ensure the efficient distribution of workload, strengthen accountability, and improve coordination and communication among designated school personnel and focal persons.
3. All schools are directed to accomplish the following:
 - a. download and complete the prescribed Excel template, accessible through the link provided below. Schools may include additional tasks or roles as necessary: **<https://bit.ly/M07-SCHOOL-DESIGNATION-TEACHING-RELATED-TEACHING-NON-TEACHING-PERSONNEL>**;
 - b. upload the duly accomplished and signed designation form in PDF format using the same submission link provided by the Division Office; and
 - c. submit one (1) printed and duly signed hard copy to the SGOD – Planning and Research Section for consolidation and official records.
4. All submissions must be completed on or before June 30, 2026.

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NUM-2026-245



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SCOD
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5. Public Schools District Supervisors (PSDSs) are directed to monitor and ensure compliance of all schools under their respective jurisdictions.
6. For clarifications and technical concerns, schools may coordinate with the Planning and Research Section through telephone numbers (02) 8423-7560/61/62 or via email at planning.sdomuntinlupa@deped.gov.ph
7. For immediate dissemination and strict compliance of this Memorandum are desired.


VIOLETA M. GONZALES CESO VI
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 the List of Designated Teaching, Related-Teaching, and Non-Teaching Personnel with their Assigned Ancillary and Administrative Tasks for School Year 2026–2027

245 /June 8, 2026

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 Advisers		
a. Filipino		
b. English		
3. Supreme Elementary Learner Government/Supreme Secondary Learner Government (SSLG) Adviser		
4. Special Needs Education (SNED) Coordinator		
5. Sports Development Programs Coordinator		
6. Guidance & Advocacy Coordinator		
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. TECPRO		
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/Physical Facilities Custodianship 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/NSBI/InsightED		
a. Registrar/ Records Officer		
b. LIS Coordinator		
c. BEIS/NSBI Coordinator		
14. Canteen Manager		

Prepared by:
