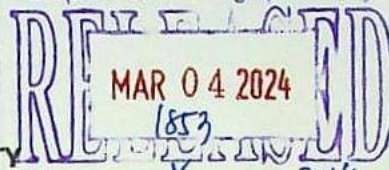




Republic of the Philippines  
**Department of Education**  
REGION I

**SCHOOLS DIVISION OFFICE DAGUPAN CITY**

DepEd SDO Dagupan City



**MEMORANDUM** No. 87, s. 2024

**TO:** School Heads  
Non-Teaching Personnel (School-based)  
Others Concerned

**FROM:** **ROWENA C. BANZON, CESO V**  
Schools Division Superintendent

**SUBJECT:** **ADDITIONAL DUTIES AND RESPONSIBILITIES OF NON-TEACHING PERSONNEL IN THE SCHOOL AS A RESULT OF THE IMMEDIATE REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS**

**DATE:** February 28, 2024

This has reference to DepEd Order No. 002, s. 2024 titled *Immediate Removal of Administrative Tasks of Public School Teachers* issued on January 26, 2024, which aims to immediately remove the administrative tasks assigned to public school teachers to enable them to focus on the actual teaching and learning process. Said order stipulates that Schools Heads and non-teaching personnel shall have the sole responsibility of carrying out administrative tasks in school such as personnel administration, property custodianship, general administrative support, etc.

In view of the foregoing, all Administrative Officer II and Project Development Officer I, shall, in addition to their official duties and functions, perform the following tasks:

**Administrative Officer II**

1. School Testing Coordinator.
  - Arranges logistics of national tests conducted at the school
  - Prepares and distributes materials
  - Orients teachers/proctors
  - Prepares and submits checklist and narrative
  - Other administrative tasks relate to testing.
2. Property Custodian
  - Keeps inventory of textbooks
  - Oversees delivery and quality of textbooks
  - Coordinate with the DRRM Coordinator
  - Coordinate with the Learning Resource Coordinator
3. School Facilities Coordinator
  - Keeps inventory of equipment
  - Oversees delivery and quality of equipment and facilities
  - Coordinates equipment/facilities needing repair
  - Prepares and submits damage reports and procurement plans
  - Provide support to DRRM Coordinator in times of calamity



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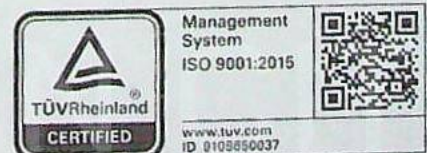
4. TWG for Bids and Awards Committee
  - Canvass supplies; Prepares quotations and cash advances; prepares canvass forms; assist in the conduct of bidding and awarding.
5. Administrative and Information Officer
  - In-charge of information dissemination
6. Registrar / Records Officer Designate
  - Custodian of records of learners
  - Manages request of school and learners' records
  - Oversees school enrollment
  - Prepares communication/requests
  - Coordinates with the school's LIS Coordinator regarding transfer of learner
7. WiNS Coordinators
  - Oversees Washing in School Program
  - Documents implementation
  - Prepares and submits status update/reports
  - Coordinates with the School's designated Program Officer/Health Officer
  - Provides health care support and report preparation to Clinic/Health Officer
8. Red Cross Coordinator
  - Recruits volunteers
  - Organizes first-aid / response related activities and forums

**Project Development Officer I**

1. SPG/SSG Adviser
  - Advises Supreme Pupil/Student Government
  - Monitors projects
  - Facilitates elections
2. EBEIS Coordinator
  - Ensures schools, learners and teachers data are updated for reports, maintaining the school's data in EBEIS
  - Ensures all learners are registered using the school register, providing technical support to advisers
  - Ensures that the homeroom advisers update all required data for Beginning of School Year (BOSY)
  - Updates and submits all required school data for BOSY in the EBEIS;
  - Coordinates with the Planning Officer for technical assistance on EBEIS
3. DRRM Coordinator
  - Checks safety of facilities and maps hazards
  - Conducts fire and earthquake drills
  - Checks on safety of students, teachers, and staff in times of calamity
  - Person-in-charge when school is used as an evacuation center
  - Prepares and submits disaster related reports/data
  - Coordinate with the School Facilities Coordinator and Property Custodian
4. TWG for Bids and Awards Committee
  - Canvass supplies; Prepares quotations and cash advances; prepares canvass forms; assist in the conduct of bidding and awarding.



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This Office hereby orders all school heads to implement a proper and practical transition measures with specific instruction to provide technical assistance to Administrative Officer II and Project Development Officer I. For schools without non-teaching personnel, it is informed that this office has already reported the same to the Central Office for possible hiring of COS (Contract of Service) employees.

For information, guidance and compliance.

**ROWENA C. BANZON, CESO V**  
Schools Division Superintendent



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