



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

March 27, 2024

**DIVISION MEMORANDUM**

SGOD No. 030, s. 2024

**DEPLOYMENT AND ADDITIONAL ASSIGNMENT OF SCHOOL - BASED NON -  
TEACHING AND RELATED TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Cluster Heads  
Elementary and Secondary School Heads  
This Division

1. This pertains to DepEd Order No. 002, s. 2024 titled Immediate Removal of Administrative Tasks of Public School Teachers issued on January 26, 2024.

2. Paragraph V of the Enclosure to the said Order provides the Guidelines and Procedures, to wit:

A. Removal of Administrative Tasks

1. Administrative tasks shall be removed from the workloads of teachers, without prejudice to the teacher ancillary tasks as defined by other DepEd issuances. Accordingly, School Heads and non - teaching personnel shall have the sole responsibility to perform the administrative tasks enumerated hereunder. These tasks shall include, but not limited to the following:

- a. Personnel Administration
- b. Property/Physical Facilities Custodianship
- c. General Administrative Support
- d. Financial Management
- e. Records Management
- f. Program Management
  - i. Feeding
  - ii. School DRRM
  - iii. Other related programs

2. To augment the non - teaching personnel requirements of schools, the following measures may be implemented:



Address: Alunan Highway, Poblacion, Tacurong City 9800  
Telephone Numbers: (064)-562-4880; 0919-065-6425  
Email: [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
Website: [depedtacurong.org](http://depedtacurong.org)



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

- a. SDOs may cluster deployed non – teaching personnel in accordance with the deployment parameters issued by the Bureau of Human resource and Organizational Development (BHROD); and
  - b. SDOs and schools may hire personnel under Contract of Service (CoS) or Job Order (JO) which may be charged against Maintenance and Other Operating Expenses (MOOE) or other alternative sources of funding.
3. In view of the above – cited guidelines and due to the non – provision of additional MOOE for the hiring of COS/JO personnel, the undersigned deem it exigent to issue this deployment and additional assignments of school – based non – teaching personnel which shall take effect **on April 1, 2024**. Please refer to the Enclosure.
4. Further, as indicated in the additional assignments of Administrative Officer II and other NTP, all School Heads shall *take charge of other related programs*.
5. The School Heads shall ensure smooth transition of these tasks from teachers to non – teaching personnel.
6. The SDO, through the School Governance and Operations Division (SGOD) and Human Resource Management Office (HRMO) shall monitor adherence to this memorandum and provide appropriate technical assistance, if necessary.
7. Widest dissemination and compliance to this Memorandum is enjoined.

  
**CELDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: As stated  
Reference: DepEd Order No. 002, s. 2024  
Allotment: None

To be indicated in the Perpetual Index under the following subjects:

ASSIGNMENT                      DEPLOYMENT                      PERSONNEL

MDR/DEPLOYMENT AND ADDITIONAL ASSIGNMENT OF SCHOOL - BASED NON – TEACHING AND RELATED TEACHING PERSONNEL MARCH 27, 2024



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-562-4880; 0919-065-6425  
**Email:** [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
**Website:** [depedtacurong.org](http://depedtacurong.org)

Enclosure to Division Memorandum No. \_\_\_\_\_

NAME OF INCUMBENT	AO II / AA-II/III	PDO ADDITIONAL ASSIGNMENT
<b>CENTRAL CLUSTER</b>		
SEBASTIAN, CHARIEBEN BANGIT	TACURONG PILOT ELEMENTARY SCHOOL	Rolibecca Cruz (SBFP) Charieben Sebastian (DRRM)
<b>EAST CLUSTER</b>		
SANDIG, RADDY PATINGO	AMADO FERNANDEZ SR., CENTRAL ELEMENTARY SCHOOL	PDO (SBFP and DRRM)
QUIBUYEN, CHINNIE BETITO	TINA ES	PDO (SBFP and DRRM)
	VICTORINA P. DASMARINAS ES	
DUADUA, JACQUELINE FLORES	SAN EMMANUEL ES	PDO (SBFP and DRRM)
	<b>SAN EMMANUEL NHS</b>	
CABALFIN, MARK JOHN COCOY		PEDROGOSA-ACOSTA ES
		SAN EMMNUEL ES
		CASILDA P. VENUS ES
<b>NORTH CLUSTER</b>		
COSTAS, DANIEL ESPADON	BUENAFLOR ELEMENTARY SCHOOL	PDO (SBFP and DRRM other related programs)
RUELAN, SARRAH JANE GALBAROLI	MA. A. MONTILLA MEMORIAL ELEMENTARY SCHOOL	PDO (SBFP and DRRM)
MACAILING, GEOSALYN LEAL	NEW LAGAO ELEMENTARY SCHOOL	PDO (SBFP and DRRM)
LEYNES, RAIZA GRACE OAMIL	SAN ANTONIO ELEMENTARY SCHOOL	PDO (SBFP and DRRM)
	<b>ABANG-SUIZO IS</b>	Joebert Baconaje (SBFP/DRRM and Other Related Programs)
TORING, MARIALINA ARSENI0	DR. MANUEL GRIÑO CES	PDO (SBFP and DRRM)
SESPENE, RALPH JOHN	<b>VF GRINO NHS</b>	PDO (SBFP and DRRM)
<b>SOUTH CLUSTER</b>		
DORADO, MICHELLE MATILOS	ELISA P. BERNARDO MEMORIAL ELEMENTARY SCHOOL - MAIN	PDO (SBFP and DRRM)
	ELISA P. BERNARDO MEMORIAL ELEMENTARY SCHOOL - BEAM	Nancy D. Castro (SBFP and DRRM and other related programs)
SEGURA, PAULO MIGUEL CAJANDIG	LANCHETA-MAGALLON ELEMENTARY SCHOOL	PDO(SBFP and DRRM)
	<b>RAJAH MUDA NHS</b>	Cesar Q. Antolin (DRRM and other related programs)
ESTANISLAO, DOREEN LOU JANOTO	RAJAH MUDA ES-MAIN	
	LOURDES PAMA ES	
LAVALLE, JOSIE EXCISO	JOSUE A. ALCASID CENTRAL SCHOOL	PDO (SBFP and DRRM)
	<b>AS BERNARDO NHS</b>	PDO - ADA Glendale Sajor
BUENDICHO, KAITLYN DEEN ESTRELL		RAJAH MUDA ES Main and BEAM
		ELISA P BERNARDO MES-MAIN

ABENOJA, ADELPA AMBI	<b>UPPER KATUNGAL NHS</b>	PDO (SBFP and DRRM)
	UPPER KATUNGAL ES	
<b>WEST CLUSTER</b>		
PACLIBAR, CONCEPCION GUMERA	J. HECTOR LACSON MEMORIAL ELEMENTARY SCHOOL	PDO (SBFP and DRRM)
	KALANDAGAN ES	
VILLAMOR, MERRY ANN SEGURA	MARIA Z. BAYYA ELEMENTARY SCHOOL	PDO (SBFP and DRRM)
	<b>SAN PABLO NHS</b>	
ROSALES, KRIZLE CASPILLO	NEW ISABELA CENTRAL ELEMENTARY SCHOOL	
LOPEZ, MONALYN ALBITO		NEW ISABELA CES
		MA. Z. BAYYA ES
CARLO ALEJ DELANTAR	<b>TACURONG NHS</b>	PDO