



Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City

DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OF ANGELES CITY

**RELEASED**

BY: 

AUG 22 2023

18 AUG 2023

**DIVISION MEMORANDUM**

No. **305**, s. 2023

**INTERIM MEASURES TO INCREASE CLASSROOM TEACHERS' TIME-ON-TASKS ENGAGEMENT**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads/OICs  
Unit Heads and All other concerned  
All Public School Teachers

1. Please be informed of the Regional Memorandum No. 427, s. 2023, entitled "Interim Measures to Increase Classroom Teachers' Time-on- Tasks Engagement", dated August 16, 2023.
2. Attached is the Regional Memorandum No. 427, s. 2023 for reference and guidance.
3. Immediate and wide dissemination of this Memorandum is desired.



**RONALDO A. POZON PhD, CESO V**  
Schools Division Superintendent

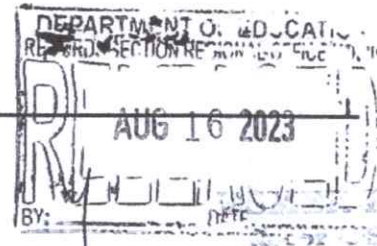


Encl.: As stated  
Reference: As stated

ASDS/AUGUST 18, 2023



Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON



**REGIONAL MEMORANDUM**

No. 427, s. 2023

**INTERIM MEASURES TO INCREASE CLASSROOM TEACHERS' TIME-ON-TASKS ENGAGEMENT**

To: Assistant Regional Director  
Schools Division Superintendents  
Functional Division Chiefs  
Heads of Public Elementary and Secondary Schools  
All Others Concerned

1. Aligned with the Secretary's MATATAG agenda, particularly, giving support to teachers to teach better by removing from them the non-teaching tasks and providing Administrative Officers in schools, the following interim measures shall be adopted in the Region pending the complete deployment of enough non-teaching staff.

- a. Schools Division Offices (SDOs) shall fast-track the filling-up of vacant school-based AO II, ADAS II, and ADAS III positions and comply with the return to school order for these positions;
- b. SDOs and schools shall coordinate with their respective Local Government Units (LGUs) for the provision of school personnel under Job Order or COS for schools;
- c. School Heads shall refrain from giving non-teaching or administrative tasks to teachers. School heads shall be directly responsible for performing and accomplishing administrative tasks. Headteachers and non-teaching staff shall assist the school head in doing the non-teaching and administrative tasks.
- d. For non-teaching staff who are retiring, transferring, or promoted, they have to ensure the proper turnover of accountabilities to another non-teaching staff prior to the approval or release of their office clearance;
- e. In areas where there are not enough non-teaching personnel in schools, the Schools Division Office shall ensure the equitable assignment of non-teaching personnel to clustered schools taking into consideration the distance, travel time, and cost of travel, among others;
- f. No personnel (teaching or non-teaching) shall be issued Travel Authority for official business without ensuring that funds are available to cover the allowable traveling expenses. To ensure the sustainability of this objective, School Heads, Regional and Division Program/Project Focal Persons shall include in their School Operating Budget (SOB) or Work and Financial Plan (WFP) the estimated annual budget for the travel of their staff, and estimated travel expenses of Field Office participants in attending Regional and Division activities, respectively.



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2. The proper planning and/or scheduling of official travel of staff shall be the responsibility of the Chief of Division or School Head aligned with the approved WFP or SOB. The use of electronic submission of reports is encouraged to minimize the actual travel of staff.
3. RO and SDO Program/Project Focal Persons are advised to maximize the use of virtual or online platforms in conducting meetings and/or conferences, especially for one-day or less activities.
4. Aligned with this, RO and SDO Information Technology Officers (ITOs) are directed to provide necessary technical assistance to Program/Project Focal Persons to develop self-sufficiency in conducting virtual or online meetings, as well as the proper maintenance of electronic reports, storage, and retrieval.
5. Widest dissemination and strict compliance of this Memorandum is desired.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

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