



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN


APR 02 2024

DIVISION ADVISORY
No. 117, s. 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

Pursuant to DepEd Order No. 002, s. 2024, titled: Immediate Removal of Administrative Tasks of Public School Teachers, this Office informs all concerned that the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) will provide guidance and materials for a smooth and effective implementation of the said policy.

Attached is the advisory from Atty. Resty C. Osias, LLM., Ceso IV, Director IV of Bureau of Human Resource and Organizational Development, for further details and inquiries.


ARMANDO C. CAPILI, EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

In compliance with DepEd Order No. 8 s. 2013, this Division Advisory is issued not for endorsement per D.O. 28 s. 2001 only for the information of DepEd Officials, personnel as well as the concerned public.

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April 2, 2024



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CSC Resolution No. 2081100

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Republic of the Philippines
Department of Education

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

OFFICE OF THE DIRECTOR

ADVISORY

The Department of Education (DepEd) issued **DepEd Order No. 002, s. 2024**, or the **Immediate Removal of Administrative Tasks of Public School Teachers**, which aims to allow teachers to focus on their core mandate of teaching.

As per the DepEd Order, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall provide guidance for a smooth and effective implementation of the said policy. Consequently, the BHROD-SED commits to furnish DepEd field offices and schools with regularly updated advocacy materials. To access these materials, please visit the following link:

- **Tools and Procedure** on the implementation strategies for DepEd Order 002, s. 2024. https://bit.ly/TeacherWorkload_ToolsandProcedure
- **General Quick Guide** provides a clear overview of key points about the policy. <https://bit.ly/QuickGuide-General>
- **Hiring Process Quick Guide** provides a detailed process for the hiring of school-based Administrative Support Staff under Contract of Service. <https://bit.ly/QuickGuide-HIRINGPROCESS>
- **Frequently Asked Questions (FAQs)** to address the common concerns, issues, and inquiries regarding the policy. <https://bit.ly/-FAQs->

In connection with this, we kindly request your cooperation in ensuring that these materials are properly disseminated to **all schools** within your jurisdiction.

Should you have any questions or concerns, please contact BHROD-SED through this landline number (02) 8633-5397 or email at bhrod.sed@deped.gov.ph.

Thank you.

For your information and guidance.

ATTY. RESTY C. OSIAS, LLM., CESO IV
Director IV
Bureau of Human Resource and Organizational Development



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