



DEPARTMENT OF EDUCATION  
Region X-Northern Mindanao  
DIVISION OF MALAYBALAY CITY




Corner Don Carlos-Guingona St. City of Malaybalay

DIVISION MEMORANDUM  
No. 345, S. 2013

263  
DepEd-MALAYBALAY CITY DIVISION  
RELEASED  
Date: 11/28/13 Time: 3:03 PM  
By: [Signature]

TO : All Education Program Supervisors /Coordinators  
Schools District Supervisors  
Principals & School Heads ,Secondary and Elementary Schools  
This Division

FROM :   
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

DATE : November 28, 2013

SUBJECT : DISSEMINATION OF UNNUMBERED DEPED  
MEMORANDUM DATED NOVEMBER 5, 2013  
(Request Data on The Non-Teaching Functions and Personnel of  
School)

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Enclosed is Unnumbered DepEd Memorandum dated November 5, 2013 the content of which is self-explanatory.

The Division deadline of this Data will be on Friday November 29, 2013.

For immediate wide dissemination and immediate action.

nas11/28/13



**REGIONAL ADVISORY**

27 November 2013

**TO : THE SCHOOLS DIVISION SUPERINTENDENT**  
All Divisions  
This Region  
Attn: The HRMO/designate

*for: Shirley O. Chatto*

**FROM : ATTY. SHIRLEY O. CHATTO**  
Chief Administrative Officer for Administrative/Budget and Finance  
Division

**SUBJECT : REQUEST DATA ON THE NON-TEACHING FUNCTIONS AND  
PERSONNEL OF SCHOOLS**

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Please be reminded of the submission of the Report on the Data of the Non-teaching Functions and Personnel of Schools using the Templates of Annexes 1 and 2 for Schools and Divisions respectively as contained in the enclosed Unnumbered Memorandum dated November 5, 2013, for immediate compliance and submission of the same through this Office.

Deadline of submission is on November 29, 2013. Send hardcopy through this Office and soft copy through email address: [deped10\\_personnel@hotmail.com](mailto:deped10_personnel@hotmail.com).



"Bawat Bata Makalaga, Sa Paaralan Dalhin Sila"



Republic of the Philippines  
**Department of Education**

**Tanggapan ng Kawaksing Kalihim**  
*Office of the Assistant Secretary*

Telefax : 631-8494  
Direct Line : 633-7206

**MEMORANDUM**

**FOR** : REGIONAL DIRECTORS  
REGIONAL SECRETARY, DEPED-ARMM  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS

**FROM** : **JESUS L. R. MATEO**  
Assistant Secretary for Planning and Development

**SUBJECT** : REQUEST DATA ON THE NON-TEACHING FUNCTIONS AND PERSONNEL OF SCHOOLS

**DATE** : 05 November 2013

As part of the efforts of the department to ensure the efficiency and effectiveness of school operations, a strategic review of the typology, structure and staffing pattern of public schools is being conducted.

**In this regard, all schools are directed to provide data on the non-teaching functions performed by the schools and the corresponding staff that accomplish the work. Please check the attached template for reference.**

Submission process shall be as follows:

1. Schools submit the accomplished report using the prescribed template to the Schools Division Office on or before **November 15, 2013**.
2. The Schools Division Office (SDO) shall review and consolidate all the schools data and submit the schools division-wide summary report to the regional office on or before **November 22, 2013**.
3. The Regional Office (RO) shall validate the reports and submit the region-wide summary report to **mancom.secretariat@gmail.com** on or before **November 27, 2013**.

For smoother consolidation and validation of data, the reports should be submitted in MS Excel Format (e-copy) and the attested printed copy by the respective schools division superintendent for the SDO and the regional director for the RO. Please make sure to follow the prescribed format attached in Annexes 1 and 2.

If there are clarifications or questions, please contact the MANCOM secretariat at (02) 633-7203 or [mancom.secretariat@gmail.com](mailto:mancom.secretariat@gmail.com)

For your immediate attention and guidance.

Thank you.

NON-TEACHING TASKS AND PERSONNEL

ANNEX 1 – Template for Schools

Name of School:		Region:	
Schools Division:		Position:	
Name of School Head:		Mobile No.	
Email address:		No. of teachers	
No. of enrollees:			

Please list down the non-teaching related tasks and activities currently being done by the school and its staff.  
*e.g. budget preparation, liquidations, record-keeping, preparing reports, etc.*

Who among the school staff are currently doing these tasks and activities?		
POSITION	QUANTITY	WORK ASSIGNMENTS
<i>e.g. Teacher I</i>	1	<i>SGM focal person in charge of SIP Planning and makes sure that SIP is submitted to DO</i>
<i>e.g. Administrative Aide I</i>	2	<i>Prepares budget and other financial</i>

In order of priority, list down the top three (3) non-teaching related tasks that the school needs assistance in to perform more efficiently.

- 1.
- 2.
- 3.

Name and Signature of School Head

**NON-TEACHING TASKS AND PERSONNEL**

ANNEX 2 – Template for Schools Divisions and Regions

<b>Schools Division:</b>		<b>Region:</b>	
<b>Contact Person:</b>		<b>Position:</b>	
<b>Email address:</b>		<b>Mobile No.</b>	

**Summary of Submitted School Data**

I. Non-Teaching Tasks and Activities

NON-TEACHING TASKS/ACTIVITIES	FREQUENCY OF OCCURRENCE (tally)		Total Tally
	Elementary Schools	Secondary Schools	
<i>e.g. Budget preparations</i>	5	18	23
<i>e.g. Servicing of equipment</i>	7	13	20
<b>Totals:</b>	<b>12</b>	<b>31</b>	<b>43</b>

II. List of Personnel performing non-teaching tasks

NON-TEACHING TASKS/ACTIVITIES	FREQUENCY OF OCCURRENCE (tally)		Total Tally
	Elementary Schools	Secondary Schools	
<i>e.g. Teacher I</i>	2	1	3
<i>e.g. Administrative Aide I</i>	10	30	40
<b>Totals:</b>	<b>12</b>	<b>31</b>	<b>43</b>

III. List of Priority Non-Teaching Tasks

NON-TEACHING TASKS/ACTIVITIES	FREQUENCY OF OCCURRENCE (tally)		Total Tally
	Elementary Schools	Secondary Schools	
<i>e.g. Safe keeping of school personnel records</i>	7	10	17
<i>e.g. Preparing liquidation reports</i>	10	15	25
<b>Totals:</b>	<b>17</b>	<b>25</b>	<b>42</b>

<b>Prepared by:</b>		<b>Certified Correct by:</b>	
<b>Date:</b>		<b>Date:</b>	