



Republic of the Philippines

Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

18 JULY 2024

Division MEMORANDUM

No. 300, s. 2024

**DIVISION ORIENTATION ON THE KEY PROVISION AND PROCESSES OF
DEPED ORDER NOS. 002 and 005, S. 2024**

To: PSDSs/DICs
School Heads
Division Personnel
This Division

1. Pursuant to the mandates of DepEd Order Nos. 2 and 5 s. 2024, which focus on the immediate removal of administrative tasks of public school teachers and the rationalization of teacher workload, respectively, all school heads are hereby directed to attend the division orientation on these key provision and processes on July 23, 2024 (Batch 1) and July 24, 2024 (Batch 2), venue at Goldbar Hotel and Restaurant, Tandag City, Surigao del Sur.
2. The orientation aims to equip school heads with the necessary knowledge and skills to effectively implement the provisions outlined in DepEd Order Nos. 2 and 5. Specifically, the workshop will cover the following:
 - 2.a. Overview and key provisions of DepEd Order No. 2, emphasizing the removal of administrative tasks from teachers to enable them to focus more on teaching and learning activities.
 - 2.b. Detailed explanation of DepEd Order No. 5, focusing on the rationalization of teacher workload, guidelines on the assignment of non-teaching tasks, and the proper payment of teaching overload.
3. Your cooperation and active participation in this orientation are crucial in effectively implementing the directives of DepEd Order Nos. 2 and 5 for the benefit of our teachers and students.
4. Expenses incurred in the conduct of this activity shall be charged against FY 2024 HRTD current funds while transportation expense and per diem of the participants shall be charged to School MOOE/local funds subject to usual accounting and auditing rules.
5. For further inquiries and clarification, you may contact Mr. Marjun P. Ordoña, EPS II- HRD through email at surigaoelsur.hrd@deped.gov.ph.
6. Immediate dissemination of this memorandum to all concerned is highly desired.

LORENZO O. MACASOCOL, PHD, CESO V

Schools Division Superintendent

SHIRLENE E. CRABAJALES

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Encl.:

Enclosure 1 – Program Matrix

Enclosure 2 – Travel Authority

Reference: as stated

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

LEARNING AND DEVELOPMENT

ORIENTATION

RATIONALIZATION

HRD-MPO/DM- DIVISION ORIENTATION ON THE KEY PROVISION AND PROCESSES OF DEPED ORDER NOS. 002 and 005, S. 2024____ /JULY 18, 2024



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Enclosure 1 to DM _____, s. 2024

DETAILED PROGRAM OR COURSE MATRIX
Batch 1 and Batch 2

SCHEDULE OF ACTIVITY	
MORNING 7:30 – 8:30 AM	Arrival / Registration Preliminaries - Nationalistic Song/Philippine National Anthem - AVP - Ecumenical Prayer – AVP - DepEd Quality Policy - AVP - Acknowledgement of Participants - Marjun P. Ordoña, EPS-II-HRD - Opening Remarks - Fluellen L. Cos, Chief CID - Statement of Purpose - Carlos Tian Chow C. Correos, Chief SGOD - Inspirational Message - Lorenzo O. Macasocol, PhD, CESO V Schools Division Superintendent - House Rules and NORMS - Erlyn G. Mangadlao, SEPS-HRD - Ramil C. Tersona, EPS-II-M&E
8:30 – 8:45 AM 15 mins	Health Break
8:45 – 10:30 AM	DepEd Order No. 2, s. 2024 (Immediate Removal of Administrative Tasks of Public School Teachers) Laila F. Danaque, EdD, CESO VI Assistant Schools Division Superintendent
10:30 – 10:45 AM 15 min	Health Break
10:45 – 12:00 NN	Cont. DepEd Order No. 2, s. 2024 (Immediate Removal of Administrative Tasks of Public School Teachers) Laila F. Danaque, EdD, CESO VI Assistant Schools Division Superintendent
AFTERNOON 1:00 – 4:00 PM	DepEd Order 005, s. 2024 (Rationalization of Teacher Workload in Public Schools and Payment of Teaching Overload). Laila F. Danaque, EdD, CESO VI Assistant Schools Division Superintendent
4:00 – 5:00 PM	Activity Workshop Wrap-up QAME Online Survey



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	Debriefing Reflection Journal Closing Program Insights Word of Challenge – Lorenzo O. Macasocol, PhD CESO V Schools Division of Superintendent Announcements • QAME Online Survey • Attendance • Wrap-up Awarding of Certificates Photo Opportunities Closing Prayer Debriefing
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