

**DIVISION MEMORANDUM**

No. 747, s. 2013

**SUBMISSION OF DATA ON NON-TEACHING FUNCTIONS  
AND PERSONNEL OF SCHOOLS**

To: OIC, Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs/Caretakers  
Elementary and Secondary School Heads

1. Attached is Unnumbered Regional Memorandum dated December 6, 2013 requesting all schools divisions to submit data on non-teaching functions performed by schools and the corresponding staff that accomplish the tasks.
2. In this regard, all schools are directed to provide this Office the said data using the attached template.
3. The schedule of submission of the aforementioned reports shall be as follows:
  - a. School Level to District Office/Municipal Level – December 17, 2013
  - b. District Level/Municipal Level to Division Office – December 19, 2013
  - c. Division Office to Regional Office – December 27, 2013
4. For speedy consolidation and validation of data, the District/Municipal reports should be submitted in MS Excel Form (e-copy) to Mrs. Agustina Albiso, Planning Officer of this Division. The hard copies, duly attested and certified by the District Supervisors / OICs / Caretakers / Secondary Lead Principals shall be submitted to the Office of OIC-ASDS Roseller Gelig.
5. Immediate and wide dissemination of this Memorandum is desired.

**ARDEN D. MONISIT, Ed.D.**  
Schools Division Superintendent

ADM/rng13

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405  
Asst. Schools Division Superintendent: (032) 520-3216 loc 102 (Corriente) 104 (Noveras) 105 (Gelig)  
Accounting Section: (032) 254-2632  
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**NON-TEACHING TASKS AND PERSONNEL**  
**ANNEX 2 – Template for District, Schools Division and Region**

District/Municipality:		Region:	
Contact Person:		Position:	
Email Address:		Mobile Phone:	

Summary of School Submitted Data

1. Non-teaching Tasks and Activities

NON-TEACHING TASKS/ACTIVITIES	FREQUENCY OF OCCURRENCE (TALLY)		TOTAL (TALLY)
	Elementary Schools	Secondary Schools	
<b>Total</b>			

II. List of Personnel performing non-teaching tasks

NON-TEACHING TASKS/ACTIVITIES	FREQUENCY OF OCCURRENCE (TALLY)		TOTAL (TALLY)
	Elementary Schools	Secondary Schools	
<b>Total</b>			

III. List of Priority Non-Teaching Tasks

NON-TEACHING TASKS/ACTIVITIES	FREQUENCY OF OCCURRENCE (TALLY)		TOTAL (TALLY)
	Elementary Schools	Secondary Schools	
<b>Total</b>			

Prepared by:		Certified Correct by:	
Date:		Date:	

NON-TEACHING TASKS AND PERSONNEL  
ANNEX 1 – Template for Schools

Name of School:			
Schools Division:		Region:	
Name of School Head:		Position:	
Email Address:		Mobile No.	
No. of Enrollment:		No. of Teachers:	

<p>Please list down the non-teaching related tasks and activities currently being done by the school and its staff. (e.g. budget preparation, liquidation, record-keeping, preparing reports etc.)</p>

Who among the school staff are currently doing these tasks and activities?		
POSITION	QUANTITY	WORK ASSIGNMENTS
e.g. Teacher 1	1	SBM focal person in charge of SIP planning and makes sure that SIP is submitted to DO
e.g. Administrative Aide	2	Prepare budget and other financial concerns

<p>In order of priority, list down the top three (3) non-teaching related tasks that the school needs assistance in/ to perform more efficiently.</p>
1.
2.
3.



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



## MEMORANDUM

**TO :** SCHOOLS DIVISION SUPERINTENDENTS  
OFFICERS-IN-CHARGE OF REGULAR DIVISION

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

**DATE :** December 6, 2013

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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 December 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 December 27, 2013.
3. The Regional Office (RO) shall validate the reports and submit the region-wide summary report to [mancom.secretariat@gmail.com](mailto:mancom.secretariat@gmail.com).

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.

For strict and immediate compliance.

  
**CARMELITA T. DULANGON**  
Director III  
Officer-in-Charge

Dir.CTD/iifc  
Regional Director's Office (RDO) nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Asst. Regional Director's Office Telefax: (032) 255-4542;  
Page 1 of 1  
Field Effectiveness Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;  
Quality Assurance and Accountability Division: (032) 231-1071; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;  
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;  
Administrative Division: (032) 414-7326; 255-1313; 414-7366 414-4367; Budget and Finance Division: (032) 256-2375; 253-8061; 414-7321  
Website: <http://www.depedro7.com.ph>

*"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"*

**NON-TEACHING TASKS AND PERSONNEL**

ANNEX 1 – Template for Schools

<b>Name of School:</b>		<b>Region:</b>	
<b>School Address:</b>		<b>Position:</b>	
<b>Name of School Head:</b>		<b>Mobile No.:</b>	
<b>Email address:</b>		<b>No. of teachers:</b>	

**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.*

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**Who among the school staff are currently doing these tasks and activities?**

<b>POSITION</b>	<b>QUANTITY</b>	<b>WORK ASSIGNMENTS</b>
<i>e.g. Teacher I</i>	1	<i>SBM 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>Province:</b>		<b>Position:</b>	
<b>Division Office:</b>		<b>Mobile No.:</b>	

**Summary of Submitted School Data**

**I. Non-Teaching Tasks and Activities**

NON-TEACHING TASKS/ACTIVITIES	FREQUENCY OF OCCURRENCE (Daily)		Total Tally
	Elementary Schools	Secondary Schools	
<i>e.g. budget preparations</i>	5	19	24
<i>e.g. conveying 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 (Daily)		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 (Daily)		Total Tally
	Elementary Schools	Secondary Schools	
<i>e.g. Safe-keeping of school personnel records</i>	2	16	18
<i>e.g. Preparing Liquidation reports</i>	10	15	25
<b>Totals:</b>	<b>12</b>	<b>31</b>	<b>43</b>

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

30 - Oct

RD2013-21629



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 DEPARTMENT OF EDUCATION  
 REGIONAL OFFICE - CENTRAL VISAYAS  
 DIVISION OFFICE - ILOILO CITY