



Republic of the Philippines  
Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUNOZ

29 January 2024

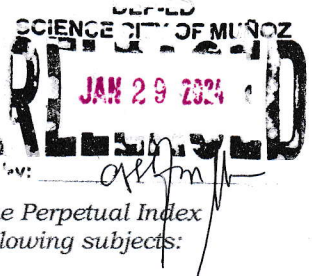
**SCHOOLS DIVISION MEMORANDUM**

No. 031, s. 2024

**CONFERENCE ON THE IMPLEMENTATION OF DEPED ORDER 002, S. 2024, RE:  
IMMEDIATE REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL  
TEACHERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Schoolheads (Public Schools)  
All Others Concerned

1. To ensure adherence of all public schools to DepEd Order 002, s. 2024, titled Immediate Removal of Administrative Tasks of Public School Teachers, this Office, through the School Governance and Operations Division, announces the conduct of conference meeting at Munoz National High School Main JHS, Conference Hall, on January 30, 2024, 2:00 PM.
2. The agenda of the meeting include the following:
  - Implementation of DepEd Order 002, s. 2024
  - Adjusted School Calendar SY 2023-2024
3. Participants to this meeting are the Assistant Schools Division Superintendent, Chief ES, Education Program Supervisors, Planning Officer, Senior Education Program Specialists (SMME & Planning & Research), Head of the Administrative Unit- Personnel Section, School Heads and deployed non-teaching personnel (AO II and PDO I).
4. This Memorandum shall serve as Travel Authority of all participants.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.



**JOHANNES GERVACIO PHD, CESO V**  
Schools Division Superintendent

Encl: As stated

Reference:

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

POLICY IMPLEMENTATION      TECHNICAL ASSISTANCE      MONITORING AND EVALUATION

SGOD/WWP/Consultative Conference on the Implementation of DO 2, s. 2024  
002/January 29, 2024



Address: Brgy. Rizal, Science City of Munoz, 3119

Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)