



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION DepED, Division of Zambo. Norte No: _____ Date: _____ By: _____ <b>RELEASED</b>
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**Office of the Schools Division Superintendent**

January 24, 2024

Division Memorandum

No. 71, s. 2024

**SUPPLEMENTAL GUIDELINES ON THE IMPLEMENTATION OF PROJECT TAFT**

TO : **Public Schools District Supervisors**  
**Concerned School Heads**, Public Elementary & Secondary Schools  
Concerned Administrative II Officers (AOs II)  
All Others Concerned

1. Enclosed is the Supplemental Guidelines on the Implementation of Project "Taking Away the Ancillary Functions of Teachers" (TAFT) as laid down in Division Memorandum No. 256, s. 2023 in relation to Division Memorandum no. 372, s. 2023, which is consistent with the MATATAG Agenda- Giving Teachers Support To Teach Better, and the Division Reform Agenda – Observance of Teacher-and-Field Centric Service Culture in the Implementation of PPAs.
2. This supplemental issuance is deemed to cover issues and clarifications raised by the concerned field personnel particularly on the clustering of schools and assignment of BAC designations of AO II with the issuance of DepEd Order No. 2, s. 2024 titled Immediate Removal of Administrative Services of Teachers, as well as the on-going deployment of AOs II.
3. It also seeks to clarify the terms of reference of AOs II who are to take the secretarial tasks also the MOOE liquidation obligation of school heads, as well as the former's duties and responsibilities and data management coordinators particularly on LIS /EBEIS. Prohibition and limitation clauses for AO s II and school heads are also stipulated along the liquidation and data management phases.
4. This Order shall take effect immediately and shall remain effective, unless sooner rescinded or superseded by a future issuance.
5. Widest dissemination of and compliance with this Memorandum is highly desired.

**ROY C. TUBALLA, EMD, JD, CESO V**  
Schools Division Superintendent

SGOD-SMME-PROJECTTAFTSUPPLEMENTALGUIDELINES-01302024



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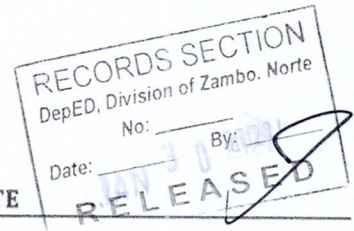
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Enclosure of DM No. 71 s. 2024

**SUPPLEMENTAL GUIDELINES ON THE IMPLEMENTATION OF PROJECT TAFT**

**A. SCHOOL PROCUREMENT**

1. **Clustering of Schools and Assignment of BAC Designations.** The PSDSs/PICDs shall modify or update the clustering of schools and assignment of BAC designations of AOs II, in the event, new AO/s II are deployed in the schools district. Priority should be given to subject teachers, ahead of AOs II in the unloading of their BAC designations and transferring these to the newly deployed AOs II. Similar templates as erstwhile provided shall be used in the re-clustering of schools and re-assignment of BAC designations. Moreover, approval of the SDS on the modified or updated version shall be secured to suffice the requirement of BAC membership under the 2016 IRR of RA 9184.

**B. LIQUIDATION OF SCHOOL CASH ADVANCES/ LOCAL SCHOOL FUNDS**

2. **Liquidation Procedures and Accountability.** Liquidation of school cash advances shall conform strictly to the procedures as provided under DepEd Order 29 s. 2019, and other relevant issuances. The school heads, being the accountable officers, must exercise diligence to prepare and complete with their liquidation documents within the reglementary period.

3. **Preparation of Liquidation Documents.** For purposes of Project TAFT implementation, school heads are authorized to delegate certain secretarial works to the assigned AO IIs including but not limited to the encoding and printing of disbursement voucher, gathering of relevant receipts/billing statements, duplicate checks, bidding documents (PR, RFQ, Abstract Reso & PO/Contract), Report of Supplies and Materials Issued (RSMI), Requisition Issue Slip (RIS) IS, and other relevant enclosures like reimbursement documents, memo, etc, as well as routing for signature of the liquidation portfolio. This is to give school heads flexibility and added time for curriculum and teaching supervision.

4. **Limitations to the delegated tasks.** Checking of allotment, securing bank reconciliation documents, actual payment by check, checking the completeness of documents including entries and signatures thereon or using the AO II as subterfuge to influence the inspectorate or any BAC member to sign certain documents of a dubious transaction, if any, and such other tasks personal to or highly discretionary for the school head.

**C. DATA MANAGEMENT COORDINATION**

5. **LIS/E-BEIS Coordinatorship.** The AO II of the school where he/she is stationed shall be the LIS/E\_BEIS Coordinator of the school. Schools without AO II may tap the AO II of the cluster as LIS/E\_BEIS Coordinator, without prejudice to the school head's discretion to assign said task to another non-teaching personnel of the school, if any, or until when the school AO II is deployed thereat. In no case shall the school head assign this task to any teaching personnel, as the same is repugnant to DepEd Order no. 2, s. 2024, re: Immediate Removal of Administrative Tasks of Teachers.



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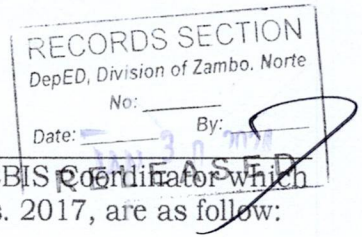
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6. **Term of Reference.** The duties and functions of a school LIS/EBIS Coordinator which are spelled out in DepEd Order 26, s. 2015 and DepEd Order 45, s. 2017, are as follow:

- a. Shall serve as alter ego of the school head, and hence, school counterpart of the Division Planning Officer in issuing user accounts to all homeroom advisers and shall give them appropriate access rights to their specific homeroom sections;
- b. Shall ensure that homeroom advisers shall update all required learner's data for BOSY.
- c. Shall update and submit all required school data for BOSY in the EBEIS;
- d. Shall ensure that the basis of the homeroom advisers in enrolling their learners into their section must be School Form 1(School Register);
- e. Shall see to it that the homeroom adviser had registered transferees from private schools and Balik Aral learners who were enrolled in public schools in the previous years but do not have any LRNs yet after ensuring a thorough search in the system has been conducted.
- f. Shall check the learner's supporting documents (without LRN) to the SDO, through the division Planning Officer III.

7. **Prohibited Tasks.** In no case shall the AO II be made to encode or input into the system, for and in behalf of the class advisers, raw but confidential data or make updates or corrections therein, or directly engage with learners having LIS issues to resolve.

8. **Residual Roles along Data Management.** The AO II shall also coordinate with the school head and teachers regarding data collection, submission and storing other data-based systems created by the division office like the Document Tracking System (DTS), Personnel Tracking System (PTS) and such other electronic or online data links/platforms provided for by the higher office/s.

Observance of data privacy regulations in the performance of the foregoing tasks by all concerned is imperative.

**References:**

- 1. **DepEd Order No. 20, s. 2019**
- 2. **DepEd Order No. 26, s. 2015**
- 3. **DepEd Order No. 45, s. 2017**
- 4. **DepEd Order No. 02, s. 2024**
- 5. **2016 IRR of RA 9184**
- 6. **Division Memo. No. 256, s. 2023**
- 7. **Division Memorandum No. 372, s. 2023**
- 8. **Data Privacy Act (RA 10173)**

