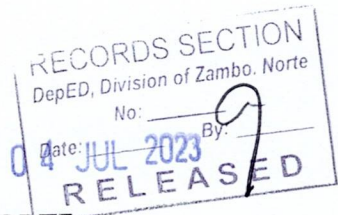




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

July 4, 2023

Division Memorandum
No. 256, s. 2023

**Project TAFT -Taking away Ancillary Functions of Teachers: A Localized Policy
Guidelines on Unburdening of Teachers with Non-Teaching Related Duties**

To: Assistant Schools Division Superintendents
Chiefs, CID & SGOD
Public Schools District Supervisors
Principals/SHs, Public Elem & Secondary Schools
Administrative Officers II
All Others Concerned

1. In support to the MATATAG Agenda, particularly under its G component, viz; "Giving Support to Teachers to Teach Better", this Office issues the enclosed policy guidelines on the implementation of Project TAFT.
2. The purposes of the policy are the following:
 - a. to provide guidance to the concerned SDO offices, the PSDSs/PICDs, and school heads that classroom teachers shall, as far as practicable, be relieved of non-teaching-related/ancillary duties by gradually transferring the same to the school Administrative Officers II (AOs II), consistent with the latter's job description as spelled out in DM-BHROD-2020-00235.
 - b. to capacitate the AOs II in handling non-teaching related/ancillary duties of teachers, thereby unburdening the latter.
 - c. to establish structures, processes, and procedures that would guide the AOs II and other concerned officials in the performance of their respective duties and responsibilities.
3. The transfer/unburdening of non-teaching related/ancillary duties of teaching or related-teaching personnel to the AOs II shall be implemented gradually by phase and **ONLY**, after the capacity building activities of the latter shall have been completed. The effectivity dates of the phases of implementation shall be announced through a separate memorandum including the specific guidelines of the duties and responsibilities of AOs II as well as the structures, processes, and procedures.
4. Immediate dissemination with this policy is directed.

ROY C. TUBALLA, EMD, JD, CESO VI
Schools Division Superintendent

Encl.:
As stated

SMM&E/WHI/OO -MEMORANDUM-TAFTPOLICY
013/ 05292023



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Enclosure to DM no. 224 s. 2023

POLICY GUIDELINES ON THE IMPLEMENTATION OF PROJECT TAFT

I. RATIONALE

Contained in the Basic Education Report by the Vice President and Education Secretary Sara Z. Duterte, is the MATATAG education reform agenda. One of the critical components of MATATAG is “Giving support to teachers to teach better”. To effect this agendum, teachers including related-teaching personnel should, among other considerations, be relieved of non-teaching functions in schools, for them to focus on the delivery of basic education services.

Meanwhile, the recent and on-going mass hiring of Administrative Officers II (AOs) for schools underscore the urgency of unburdening the teachers with ancillary or non-teaching related duties. These non-teaching related duties are essentially covered by the AO’s key results area, as spelled out under DepEd Memorandum-BHROD-2020-00235, which include personnel administration, property custodianship, and general administrative support among others.

Currently, teachers are still very much involved in school procurement, receipt, safekeeping, and release of school properties, among other ancillary functions, while the AOs have been deployed in various recipient schools, and are beginning to perform the duties and functions, and those other responsibilities assigned to them by their school heads or by the PSDSs through the latter’s expanded functions.

It is in this light that this policy is issued in order to effect immediately the taking over of non-teaching related/ancillary duties of teachers and related-teaching personnel by the AOs II, by defining more clearly the structures, processes, and procedures of their assumed functions, consistent with the procurement law, auditing manual, and other DepEd issuances related to resource and data management.

II. SCOPE OF THE POLICY

This policy provides for an intermediate structures, processes, and procedures as well as activities to be undertaken by the offices, such as but not limited to the office of the Assistant Schools Division Superintendents, Human Resource Management Office, School Governance & Operations Division specifically for HRD for the training needs, and for SMM&E for the M&E activities in the implementation of the Project TAFT. The project covers all administrative officers, already hired and soon to be hired, to equip them with knowledge, skills and attitude in property custodianship, data management and general administrative support.

III. POLICY STATEMENT

The Schools Division of Zamboanga Del Norte is committed to effecting prompt support to teachers to teach better, by relieving or unburdening them with non-teaching related/ancillary duties through the implementation of the Project TAFT *or Taking Away*



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Ancillary Functions of Teachers project. By implementing Project TAFT, this means that the deployed school Administrative Officers II (AOs II) shall assume/take away or take over the ancillary duties of teachers. Whenever expedient, AOs II shall handle clusters of schools and perform BAC duties, canvassing, property, data management, and etc.

IV. PROJECT TAFT GENERAL GUIDELINES

In addition to and consistent with the duties and responsibilities as spelled out under the job description of an Administrative Officer II in DepEd, the following duties shall **soon** be specifically assigned to them.

Non-teaching/ancillary duties of teaching or teaching-related personnel within their school cluster **ONLY** after they have undergone training on the following:

- a. RA 9184 or the Government Procurement Reform Act, and its IRR;
- b. Liquidation of Local School Fund (LSF); and
- c. Data management such as but not limited to:
 - Learner’s Information System (LIS) and Basic Education Information System (BEIS)
 - National School Building Inventory (NSBI)
 - Personnel Tracking System (PTS)
 - Such other system/s that may be added later.

Project TAFT shall be implemented by phase using the following schedule:

PHASES	ACTIVITY	Schedule
1	Capacity Building: Onboarding and Training of AOs II	JULY 2023
2	Taking over BAC duties and responsibilities	1 st Quarter of S.Y. 2023-2024
3	Taking over of the preparation of liquidation report of LSF	2 nd Quarter of S.Y. 2023-2024
4	Taking over of school data collection and management systems ie. LIS/BEIS, NSBI, PTS, etc.	3 rd Quarter of S.Y. 2023-2024
5	Full Implementation	4 th Quarter of S.Y. 2023-2024

A Memorandum shall be issued to correspond to the exact period of effectivity of the phases of implementation as reflected on the table above.

V. REFERENCES

1. DepEd Memorandum –BHR0D-2020-00235
2. RA 9184 and its 2016 IRR
3. DepEd Order 26, s. 2015
4. DepEd Order 46, s. 2017
5. ZAMPENHTAM Handbook



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