



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

20 Oct 2020

DIVISION MEMORANDUM

No. 255, s. 2020

**UPDATED REPORT ON DESIGNATED TASKS OF
SCHOOL-BASED PERSONNEL**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. With reference to DepEd Order 2, s. 2015, the timeline for the performance cycle of school-based personnel is based on a School Year (SY). Prior or at the start of the SY, the School Head and its teachers must agree on the target deliverables and tasks to be performed within the timeline. Since SY 2020-2021 already started last October 5, 2020, it is expected that tasks are already distributed and designated among school-based personnel.
2. School Heads are hereby requested to submit updated Report on the Designated Tasks of School-Based personnel, using the attached template. Submission shall be made to the Personnel Unit c/o Ms. Rosa Maria M. Rebusto, on or before **October 28, 2020**. You may send a copy via email to rosamaria.rebusto@deped.gov.ph.
3. School Heads are reminded that part of their function is to assign teachers where they best fit to teach and to ensure equitable distribution of teaching loads and other tasks.
4. For information, guidance and compliance.

OLGA C. ALONSABE

Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

REPORTS

OSDS/AMA



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