

Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

20 Oct 2020

DIVISION MEMORANDUM No._______, 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

- 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.
- 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



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475

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REPORT ON THE DESIGNATED TASKS OF SCHOOL-BASED PERSONNEL (SY 2020-2021)

Designated Employee	Effectivity	Remarks
Randy M. Bahian	SY 2020-2021	w/ designation order
Glenn V. Castilla	Since SY 2018- 2019	No designation order from SY 2019-2020
Marie G. Castro	Since SY 2019- 2020	w/ designation orders
Glenn V. Castilla	Since SY 2016- 2017	No designation order from SY 2017-2018
	Randy M. Bahian Glenn V. Castilla Marie G. Castro Glenn V. Castilla	Randy M. Bahian SY 2020-2021 Glenn V. Castilla Since SY 2018- 2019 Marie G. Castro Since SY 2019- 2020 Glenn V. Castilla Since SY 2016- 2017

*Copy of the designation orders must be submitted together with this report

Submitted by:	
Signature over printed n	ame of School Head

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