



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

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Office of the Schools Division Superintendent

February 7, 2024

**DIVISION MEMORANDUM**  
 No. 27 Series of 2024

**SCHOOL HEADS TO BE DESIGNATED AS COORDINATOR IN THE DIFFERENT PROGRAMS AND ACTIVITIES IN THE DISTRICT**

**To: Assistant Schools Division Superintendent  
 Chief Education Supervisors of CID and SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary and Secondary school heads  
 All Others Concerned**

- Under DepEd Order No. 002, s. 2024, the Department issues guidelines on the **Immediate removal of Administrative Tasks of Public School Teachers**. Given this, the office hereby directs all concerned personnel to ensure the proper implementation of this Department Order.
- All public school teachers designated as coordinators of different programs and activities in the districts shall be revoked and replaced by full-fledged school heads.
- In the case of secondary schools, the department heads will be designated as coordinators but in the case of small secondary schools, the school head will automatically be the coordinator of all the programs and activities in their respective schools.
- Relative to this, teachers representing the school head in meetings and conferences shall not be allowed.
- Widest dissemination and strict compliance of this memorandum is desired.

  
**AMADOR D. GARCIA SR PhD, CESO VI**  
 School Division Superintendent

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