



## DepEd – DIVISION OF QUEZON

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### UNNUMBERED MEMORANDUM

**TO:** Public Schools District Supervisor  
Elementary and Secondary School Heads  
All Concerned

**FROM:** CATHERINE P. TALAVERA, CESO V  
Schools Division Superintendent

**SUBJECT:** Teachers with designation as District Liaison Officer or Property Custodian

**DATE :** June 9, 2020

It has come to the attention of this office that there are still teachers who are designated as District Liaison Officer or Property Custodian despite of the fact that there are Administrative Assistant or Administrative Aide in the district/school who are non-teaching personnel who actually perform the duties and responsibilities of the above mentioned positions.

In line with this, our schools need more teachers to attend to the needs of our learners. Hence, in the exigency of the service, teachers with designation as District Liaison Officer and/or Property Custodian concurrent to their positions as teachers are hereby relieved of their duties as Liaison Officer and/or Property Custodians and be reassigned as full-fledged Teachers of their school or district to perform the duties and responsibilities as embodied in the key result areas of the position as Elementary or Secondary School Teacher. Thus, they are no longer entitled to earn service credits being given to district liaison officer or property custodians.

For the information and guidance of all concerned.

perwog06/09/2020

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