



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division Office of Tabuk City

Office of the Schools Division Superintendent

Division Memorandum
No. 263, s. 2020


December 2, 2020
DEPED - TABUK CITY



TO : All Public Elementary and Secondary School Heads
Public Schools District Supervisors
All others concerned

**REITERATION OF THE ROLES AND RESPONSIBILITIES OF LEARNING
SUPPORT AIDES**

1. This is to reiterate the roles and responsibilities of learning support aides in relation to the Memorandum of Agreement signed between DepEd and the Volunteer Distance Learning Facilitators. Section 2 of the said MOA states that the SECOND PARTY (the learning support aide) shall devote their time and skills as a learning facilitator in conducting learning sessions and assisting learners under their care until such time that the learners are able to acquire the required competencies.
2. As such, the focus of LSAs/Para Teachers/ Learning Facilitators is **to serve children or assist learners**, NOT assist Teachers or School Heads except in instances when their services are needed yet such can not be performed by the present workforce. In this instance, School Head must submit a letter of request justifying the need to be approved by the OIC, Schools Division Superintendent.
3. Any violations thereto must be reported to the Office of the Schools Division Superintendent for proper action.
4. For information and strict compliance.


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