



Department of Education
Region X-Northern Mindanao
Division of Malaybalay City
Purok 6, Casisang, Malaybalay City

DM-2019-06-205
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: _____ TIME: 10:46
BY: JUN 26 2019 [Signature]

DIVISION MEMORANDUM

No. 205, s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Secondary School Heads

FROM: ~~REBONFAMIL R. BAGUIO~~
Schools Division Superintendent

DATE: June 24, 2019

SUBJECT: SUBMISSION ON SUMMARY OF TEACHING LOADS

1. Corollary to DepEd Order No. 31, s. 2012 which is still in full force and effect as per DepEd Order No. 20, s. 2014 particularly on time allotment per learning area and in the preparation of class program, this Office hereby directs the field to submit a summary of teaching loads following the template attached hereto.
2. Further, Secondary School Heads are advised to adopt the provision per DepEd Memorandum No. 291, s. 2008 in all public elementary and secondary schools shall be six (6) hours of actual teaching a day, except when undertaking academic activities that require presence outside the school premises.
3. The copy will be submitted on or before June 28, 2019 by grade level and subject area, Attention: **Rachel R. Valde, EPS.**
4. Queries relative to this can be relayed to **RALPH T. QUIROG**, Chief, Education Supervisor- CID through **0917-881-8176**.

ENCLOSURE 1:



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SUMMARY OF TEACHERS' ACTUAL TEACHING LOADS

NAME OF TEACHER	GRADE LEVEL	SUBJECT AREA	ACTUAL TEACHING LOAD DAILY (IN HOURS)	REMARKS	SIGNATURE OF TEACHER

Prepared by:

School Head