



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM 2023-09-381
DEPED MALAYBALAY CITY DIVISION
RELEASED

SEP 15 2023 Time: 1:35
By:

Division Memorandum
No. 381, S 2023

To: Assistant Schools Division Superintendents
Division Chiefs and Unit Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

FROM:
CHERRY MAE LIMBACO-REYES
Schools Division Superintendent

DATE: September 14, 2023

SUBJECT: **DISSEMINATION OF REGIONAL MEMORANDUM NO. 0497, S.2023,
REMINDER ON THE WORKING HOURS AND WORKLOAD OF THE
TEACHING PERSONNEL FOR SCHOOL YEAR (SY) 2023-2024**

1. For the information and guidance of all concerned, enclosed is a copy of Regional Memorandum No. 0497 s.2023 dated September 7, 2023, and reference to Memorandum DM-OUHROD-2023-1116, all Schools Division Offices (SDOs) and Public Elementary, Junior High, and Senior High Schools are enjoined to observe the following:

- a. Exercise a fair and equitable distribution of teaching workload to maximize the six (6) hours of actual classroom teaching;
- b. Protect the two (2) hours of all teaching personnel to cover for work incidental to teaching duties
- c. Accord priority to assigning actual classroom teaching over ancillary, administrative and non-teaching tasks to the teaching personnel.

2. Immediate dissemination of and compliance with this Memorandum are desired.

Copy furnished:
Records file
AO file



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No: (088) 314-0094 Telephone No. 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



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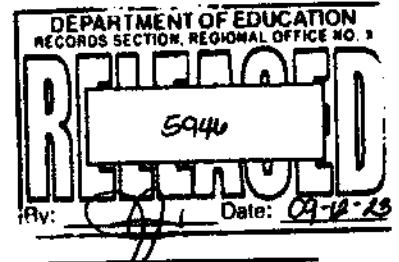
Copy furnished:
Records file
AO file



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REGION X - NORTHERN MINDANAO



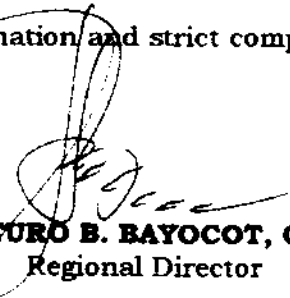
September 07, 2023

REGIONAL MEMORANDUM
No. 0497, s. 2023

REMINDER ON THE WORKING HOURS AND WORKLOAD OF THE TEACHING PERSONNEL FOR SCHOOL YEAR (SY) 2023-2024

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
RO Chiefs
All Others Concerned

1. With reference to Memorandum DM-OUHROD-2023-1116, all Schools Division Offices (SDOs) and Public Elementary, Junior High, and Senior High Schools are enjoined to observe the following:
 - a. Exercise a fair and equitable distribution of teaching workload to maximize the **six (6) hours** of actual classroom teaching;
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 - c. Accord priority to assigning actual classroom teaching over ancillary, administrative, and non-teaching tasks to the teaching personnel.
2. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
3. This Office directs the immediate dissemination and strict compliance of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH: DM-OUHROD-2023-1116
Reference: DM-OUHROD-2023-1116
To be indicated in the Perpetual Index
under the following subjects:

ASSIGNMENT WORK HOURS

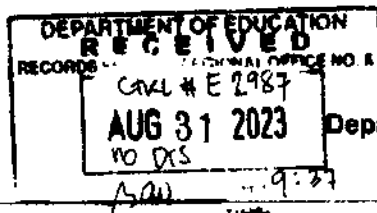
RE: Working hours and workload of the teaching personnel

AD/IS- amma



DepEd Regional Office X, Zone 1, Upper Baulang, Cagayan de Oro City
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Department of Education Region 10 <region10@deped.gov.ph>

[DM-OUHROD-2023-1116] REMINDER ON THE WORKING HOURS AND WORKLOAD OF THE TEACHING PERSONNEL FOR SCHOOL YEAR (SY) 2023-2024

1 message

Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) <usec.hrod@deped.gov.ph>

Tue, Aug 29, 2023 at 11:03 AM

To: DepEd Ilocos Region <region1@deped.gov.ph>, DepEd II Cagayan Valley Region <region2@deped.gov.ph>, DepEd III Central Luzon <region3@deped.gov.ph>, DepEd IVA CALABARZON <region4a@deped.gov.ph>, DepEd IVB MIMAROPA <mimaropa.region@deped.gov.ph>, DepEd V Bicol Region <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, DepEd VII Central Visayas <region7@deped.gov.ph>, DepEd VIII Eastern Visayas <region8@deped.gov.ph>, DepEd IX Zamboanga Peninsula <region9@deped.gov.ph>, DepEd X Northern Mindanao <region10@deped.gov.ph>, DepEd XI Davao Region <region11@deped.gov.ph>, DepEd XII Soccsksargen <region12@deped.gov.ph>, DepEd Region XIII- CARAGA <caraga@deped.gov.ph>, DepEd Cordillera Administrative Region <car@deped.gov.ph>, DepEd NCR <ncr@deped.gov.ph>, Ministry of Education BARMM <min-edu@bangsamoro.gov.ph>

Cc: Joergette Razielle Regadio <joergette.regadio@deped.gov.ph>, Rachel Malate <rachel.malate001@deped.gov.ph>, SONIA SOBREMISANA <sonia.sobremisana@deped.gov.ph>, Sharon Ayala <sharon.ayala@deped.gov.ph>, Aliyya Natasha Sawadjaan <aliyya.sawadjaan@deped.gov.ph>, Rommel Villar <rommel.villar@deped.gov.ph>, Gerald Magno <gerald.magno@deped.gov.ph>, Benedicta Gervacio <benedicta.gervacio@deped.gov.ph>, Leona Victoria Teves <leona.teves@deped.gov.ph>, Giancarlo Abelard Fernando <giancarlo.fernando@deped.gov.ph>, Andrea Lim <andrea.lim002@deped.gov.ph>, Raymond Jason Aquino <raymond.aquino003@deped.gov.ph>, School Effectiveness Division <bhrod.sed@deped.gov.ph>, "to: Bureau of Human Resource and Organizational Development Office of the Director" <bhrod.od@deped.gov.ph>, "cc: Resty Osias" <resty.osias@deped.gov.ph>, mario bermudez <mario.bermudez101@deped.gov.ph>

Dear **All**,

The Republic Act 4670 or the Magna Carta for Public School Teachers provides the basis for teaching hours. Except where exigencies of service so require, Section 13 emphasizes that teachers *"engaged in actual classroom teaching shall not be required to render more than six hours of actual classroom teaching a day."* The remaining two hours shall be allotted for the *"preparation and correction of exercises and other work incidental to normal teaching duties."*

Consistent with the Magna Carta, the Civil Service Commission (CSC), through Resolution No. 080096, provides that, *"School heads shall assign teaching loads to public school teachers to fully utilize the six (6) hours actual classroom teaching."*

With respect to the preparations for the opening of School Year 2023-2024, all Regional Offices, Schools Division Offices, and Public Elementary, Junior High, and Senior High Schools are enjoined to observe the following:

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For immediate dissemination and compliance.



Office of the Undersecretary for Human Resource
and Organizational Development (OUHROD)
Tel. No.: (02)8633-7206 | Telefax No.: (02) 8631-8494
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Ave., Pasig City 1600
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DM-OUHROD-2023-1116 WORKING HOURS AND WORKLOAD.pdf
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Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-1116

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : 
GLORIA SUMAMIL-MERCADO
Undersecretary for Human Resource and Organizational Development

SUBJECT : REMINDER ON THE WORKING HOURS AND WORKLOAD OF THE
TEACHING PERSONNEL FOR SCHOOL YEAR (SY) 2023-2024

DATE : 10 August 2023

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[BHR0D-SED/AQUINO]