



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 12, s. 2019

December 5, 2019

**GENERAL GUIDELINES ON SHIFTING OF CLASSES  
AND TEACHER'S ATTENDANCE IN SCHOOL**

To: CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads

1. In relation to Barug Digos' Project, a Crisis Management Plan for the schools and office of the Schools Division of Digos City, this Office conveys to the field the following school guidelines in the use of Class Shifting, and as to Teacher's Attendance in School, in reference to:
  - a) DepEd Order No. 54, s. 2008 - *Reiterating the Policy on Double Shifting of Classes and Requiring Strict Compliance Thereto*
    - *"In calamity affected areas where school buildings have been damaged, double shifting of classes should be resorted to as a means of resuming regular classes as early as possible even with fewer available classrooms."*
  - b) DepEd Memorandum No. 291, s. 2008 – Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers
    - *"Public school teachers are not exempted from the eight-hour workday provided in RA No. 1880."*
    - *"Public school teachers shall render at most six (6) hours of actual classroom teaching a day, except when undertaking academic activities that require presence outside the school premises."*
    - *"The remaining two (2) hours of work to complete the required eight-hour workday may be spent within or outside the school premises by engaging in teaching-related activities and duties."*
  - c) DepEd Order No. 16, s. 2009 – *Addendum to DepEd Memorandum No. 291, s. 2008*
    - *"The mechanism for the additional two (2) hours work by teachers outside the school premises shall be agreed upon by the principal with the teachers, parents and students, preferably through the School Governing Council or any established mechanism for school-community partnership."*

**General Guidelines:**

a. Shifting of Classes

- a.1 The School should ensure that its implementation on Shifting of Classes must have been properly and adequately communicated and agreed among the parents, school head and teachers.
- a.2 Schools may resort to the use of shortened class-hour scheme if deemed necessary. However, it should be ensured that all required competencies for each quarter shall have been taught before the quarter ends, which shall be evaluated

within a reasonable time as agreed by the school and the Division Office thru Random Summative Assessments.

- a.3 On completion of the teaching of the required competencies, schools are reminded to ensure that teachers utilize the most appropriate, needs-responsive and effective teaching strategies that warrant learning among students. The use of worksheets and other suitable learning resources is expected.
- a.4 Shifting of classes must be supported with Revised Class Program duly reviewed and signed by the PSDS In-Charge and CID Chief respectively.

b. Teacher's Attendance in School

- b.1 Teacher's attendance in school should be in conformance to DepEd Memorandum No. 291, s. 2008 entitled "Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers" and DepEd Order No. 16, s. 2009 entitled "Addendum to DepEd Memorandum No. 291, s. 2008", with emphasis on provisions stipulated above. It is also reiterated that the two-hour independent work must be agreed with parents and shall be curriculum related.
- b.2 Duly reviewed and signed Teacher's Schedule must be attached to the Revised Class Program.

2. For guidance and compliance.

  
**CRISTY C. EPE, CESE**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION  
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References: Barug Digos

To be indicated in the Perpetual Index under the following subjects:

Governance                      Guide/Policy                      Class Program & Teacher's Schedule

BSD: Guidance on Shifting of Classes and Teacher's Attendance in School  
December 5, 2019