



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2023- 355

To : Public Schools District Supervisors
Elementary, Secondary and Senior High School Public School Heads
All Others Concerned

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

Date : September 1, 2023

In reference to Regional Memorandum AD-2023-179 and DepEd Memorandum DM-OUHROD-2023-1116 on "Working Hours and Workload of the Teaching Personnel for School Year 2023-2024, the field is hereby reminded of the following:

1. 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.*"
2. 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.*"
3. With respect to the preparations for the opening of School Year 2023-2024, all 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; and
 - c. accord priority to assigning actual classroom teaching over ancillary, administrative, and non-teaching tasks to the teaching personnel.

It is emphasized that School Heads shall assign teaching load to teachers to completely utilize the six hours of actual classroom teaching.

For information and compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
27-107416
DATE: SEP 06 2023 TIME: 1:45 PM

MELANIE P. ESTACIO, PhD., CESO VI
OIC-Schools Division Superintendent

Enclosed: As stated
CID/bsd



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Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
 DAVAO REGION

DepEd Schools Division of Digos City



30 AUG 2023

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Office of the Regional Director

REGIONAL MEMORANDUM
 AD-2023-179

To : Schools Division Superintendents
 Chief Administrative Officer - AD

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

Date : August 30, 2023

Herewith is Memorandum DM-OUHROD-2023-1116 dated August 10, 2023, from the Office of the Undersecretary for Human Resource and Organizational Development, reminding all concerned on the working hours and workload of the teaching personnel for School Year 2023-2024.

Schools Division Superintendents shall ensure that School Heads shall assign teaching loads to teachers to completely utilize the six hours of actual classroom teaching.

For information and strict compliance.

ALLAN G. FARNAZO
 Director IV

By the Authority of the Regional Director:

Enclosed: As stated.

ROA3/PS/ljj

DEPARTMENT OF EDUCATION
 RECORDS SECTION
RELEASED

By:
 Date: August 30, 2023
 23079

R. T. ENRIQUEZ
 Chief Administrative Officer
 Officer-In-Charge



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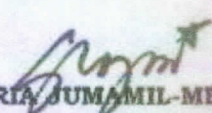
Republika ng Pilipinas

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 JUMAMIL-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

Handwritten notes: 08/21/23

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:

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

For immediate dissemination and compliance.

[BHIROD-SED/AQUINO]