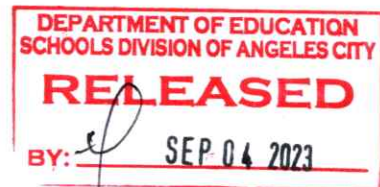




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



04 SEPT 2023



DIVISION MEMORANDUM

No. 309, s. 2023

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

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads/OICs
Unit Heads and All other concerned
All Public School Teachers

1. Please be informed of the Regional Memorandum No. 446, s. 2023, titled "Reminder on the Working Hours and Workload of the Teaching Personnel for School Year (SY) 2023-2024", dated August 31, 2023.
2. Attached is the Regional Memorandum No. 446, s. 2023 for reference and guidance.
3. Strict compliance and to the Regional Memorandum is earnestly desired.

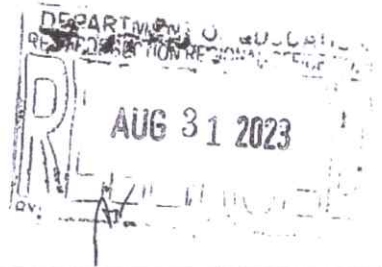

RONALDO A. POZON PhD, CESO V
Schools Division Superintendent 

Encl.: As stated
Reference: As stated

ASDS/SEPTEMBER 04, 2023



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 446, 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
Heads of Public Elementary, Junior High, and Senior High Schools
All Others Concerned

1. Please find attached copy of Memorandum DM-OUHROD-2023-1116 dated August 10, 2023 providing reminder on the working hours and workload of teaching personnel for School Year 2023-2024.
2. Salient provision of the said Memorandum, states, "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:
 - 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."
3. Accordingly, Schools Division Offices (SDO) shall ensure the observance of these policies by all heads of public schools within the SDOs area of jurisdiction.
4. Regional and SDO officials shall include in their school visits, the monitoring of the observance of these policies. School Heads found to be non-complying shall be given appropriate technical assistance.
5. For information, guidance and compliance.

MW
MAY B. ECLAR, PhD, CESO III
ME
Regional Director

/AO1



Address: Matalino St., D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89 • Email Address: region3@deped.gov.ph



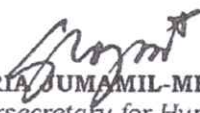
Republika ng Pilipinas

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

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:

- 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.

For immediate dissemination and compliance.

[BHR0D-SED/AQUINO]