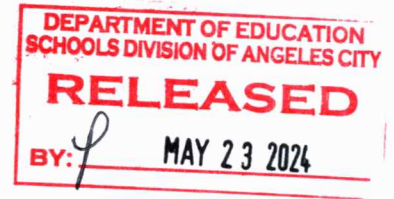




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF ANGELES CITY



May 22, 2024

DIVISION MEMORANDUM

No. 201, s. 2024

**Reiteration on the Guidelines and Procedures
for Teaching-Related Assignments**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads of Public Elementary and Secondary Schools

1. This is to reiterate Part V: **Guidelines and Procedures**, Item A.4: **Teaching-Related Assignments**, enclosed to DepEd Order No. 005, s. 2024.
2. Paragraph 1 states that to ensure that teachers are focused on their core mandate, **only the herein defined teaching-related assignments**, which must be **development programs** included in the **School Improvement Plan (SIP)/Annual Implementation Plan (AIP)**, may be assigned to them on top of their ancillary tasks:
 - a. **School Coordinator** (Reading/Literacy and Numeracy, Research, Special Needs Education (SNED), Information, Communication, and Technology (ICT), Guidance and Advocacy, Inclusive Education as may be applicable)
 - b. **Trainer/Adviser** (School Paper, Sports Development Programs, Supreme Elementary Learner Government (SELG), Supreme Secondary Learner Government (SELG))
 - c. **Chairmanship** (Grade Level, Learning Area)
3. Likewise, paragraph 2 explains that in the designation of teaching-related assignments, school heads shall consider the **specialization of teachers** who will be assigned, along with their respective workloads, prioritizing teachers with **less than six (6) hours** of teaching load.
4. Moreover, paragraph 3 rationalizes that the school shall prepare a **list of teachers designated to perform teaching-related assignments** reflected in the **electronic School Form 7 (eSF7)** and submit the same to the **Office of the SDS for approval**. Upon approval of the list, the designation of teaching-related assignments shall be enabled by a **designation order** from the **school head** duly **concurred by the teacher concerned**.
5. In line with this, the School Governance and Operations Division (SGOD) shall keep a copy of the **approved list of teachers designated to perform teaching-related assignments** for recording, monitoring, and work interfacing purposes and shall serve as the basis for future management action and decisions on workload assignments or requests for additional manpower.



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6. Furthermore, paragraph 4 simplifies that those teachers performing teaching-related assignments, duties, and responsibilities beyond regular work hours, whether within or outside the school premises, shall be granted **Vacation Service Credits (VSC) of 1.25 or eight (8) hours of services**, subject to the guidelines as **provided in B.2, items 1-6** of DepEd Order No. 005, s. 2024 or as defined by other DepEd issuances.

7. Lastly, paragraph 4 clarifies that other teaching-related assignments arising from **new programs** from higher and **within governance levels**, whether internal initiatives or resulting from partnership with stakeholders, **shall be subsumed/included** in any of the **categories** mentioned under **V.A.4.1** of DepEd Order No. 005, s. 2024.

8. Immediate dissemination of and strict compliance with this memorandum are earnestly desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent 4

Reference: DepEd Order No. 005, s. 2024
To be indicated in the Perpetual Index
under the following subjects:

TEACHERS WORK HOURS
ASSIGNMENTS POLICY
SERVICE

SGOD/CES/May 22, 2024