



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



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UNNUMBERED MEMORANDUM

TO: Assistant Schools Division Superintendents, Division Chiefs, School Heads,
Public Schools District Supervisors and All Others Concerned

FROM: MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

SUBJECT: Measures to Enhance Teachers' Welfare in CALABARZON

DATE : September 21, 2018

For the information and guidance of all concerned, attached hereto is the Regional Memorandum entitled **Measures to Enhance Teachers' Welfare in CALABARZON** for your reference.

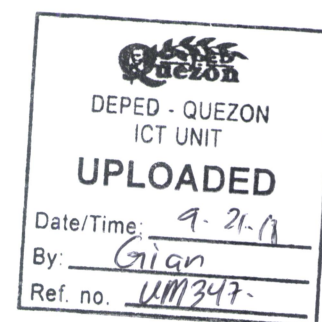
All school heads are advised to disseminate and comply with the attached Memorandum.

Public Schools District Supervisors (PSDS) are also instructed to monitor and ensure that this Memorandum is properly disseminated to all the teachers in the district.

School Heads should email the scan copy of the compliance report to **sdo.quezon.asds@gmail.com** on or before October 5, 2018.

Compliance to this Memorandum is earnestly desired.

asds/gmi/9/21/18



DEPEDQUEZON-TM-SDS-04-010-000

Email address: quezon@deped.gov.ph
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DS # 174230



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2, Barangalan Village
1900 Santa, Rizal



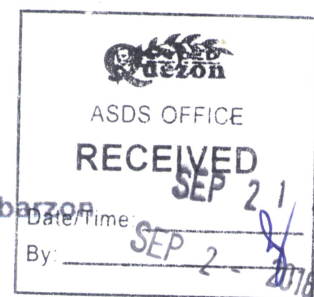
MEMORANDUM:

TO: ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL PUBLIC SCHOOL PRINCIPALS
ALL PUBLIC SCHOOL TEACHERS

FROM: DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT: Measures to Enhance Teachers' Welfare in Calabarzon
Public Schools

DATE: SEP 20 2018



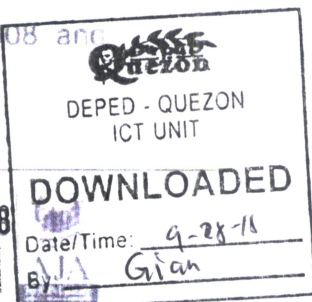
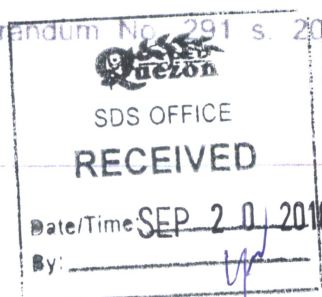
These implementing guidelines are hereby issued to enhance Teachers' Welfare in Calabarzon public schools.

A. On the 6-Hour Teaching Policy

1. This Office enforces the implementation of DepEd Memorandum No. 291 s. 2008 and DepEd Order No. 16 s. 2009 concerning the six (6) hours actual teaching work load for public school teachers.
2. Despite the policy on the Six (6) Hours actual teaching work for public school teachers, per Civil Service Rules, teachers are not exempted from the requirement for public employees to render eight (8) hours of work a day. Hence public school teachers still need to render services for an additional two (2) hours on top of their six (6) hours actual teaching work.
3. In this connection, all public school heads are directed to strictly adhere to the following guidelines relative to DepEd Memorandum No. 291 s. 2008 and DepEd Order No. 16 s. 2009.



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- a. Public school teachers shall render six (6) hours of actual teaching work inside the school campus. Those with less than six (6) hours of actual classroom teaching shall render additional hours of appropriate teaching-related activities and duties enumerated in 2 (d) of **DM 291 s. 2008** within the school premises to complete six (6) hours.
 - b. Public school heads shall plan and assign teaching loads to public school teachers in order for the latter to fully utilize the six (6) hours actual classroom teaching.
4. To comply with the above policy, services rendered outside the school campus shall be considered as done ^aon official time provided that mechanism for the additional two (2) hours work done by teachers outside of the school premises shall be agreed upon through a written agreement between the principal and the teachers. Teachers shall not utilize the (2) hours for private school part time teaching, consistent with civil service rules.
5. Public school heads ~~need not~~ require teachers to submit means of verification (MOVs) or evidence such as pictures, reports and documents to prove that they have served their two-hour work outside the school campus. It is enough that the teachers are able to submit their mandatory reports on time and render very satisfactory teaching services.

B. ADDITIONAL ANCILLARY LOAD

1. DepEd Memorandum No. 291, s. 2003 states that all advisory assignments and/or special assignments for the entire school year combined shall be considered as one teaching load.
2. Public school heads are strictly advised to properly distribute special assignments to all teachers. Assigning more than one coordinatorship/advisorship/special task to just one teacher is strongly discouraged.

C. CLASS OBSERVATION

1. Observation for new teachers (those with less than one year teaching experience in public and private schools) shall be done not more than once every quarter, unless the teacher himself/herself makes the request for additional class observations.
2. Classroom visit or observation of teachers by more than two superiors is strongly discouraged. However, the classroom observation protocol in the RPMS-PPST manual must be followed.
3. The principles of Appreciative Inquiry shall be used in all class observation processes.
4. The teachers may opt to video record their lessons and allow their principals and instructional supervisors to view such video recordings, in lieu of actual classroom visits.

D. ANNUAL MEDICAL EXAMINATION

1. Under Sec. 22 of the Republic Act no. 4670 otherwise known as "The Magna Carta for Public School Teachers" it provides that:

-xxx-

Sec. 22. Medical Examination and Treatment. Compulsory medical examination shall be provided free of charge for all teachers before they take up teaching, and shall be repeated not less than once a year during the teacher's professional life. Where medical examination show that medical treatment and/or hospitalization is necessary, same shall be provided free by the government entity paying the salary of the teachers.

In regions where there is scarcity of medical facilities, teachers may obtain elsewhere the necessary medical care with the right to be reimbursed for their traveling expenses by the government entity concerned in the first paragraph of this Section.

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2. Annual medical examination will be strictly implemented in the entire DepEd Calabarzon. Expenses for this matter may be charged against Local Funds.

E. OTHERS

The following practices are strongly encouraged:

1. Providing sessions on stress and financial management during in-service trainings, seminars and orientations.
2. Strengthening work-life balance for teachers and school officials. Teachers shall not be required to prepare/submit reports on weekends, holidays and vacations times. In rare instances where activities cannot be scheduled on a school day, service credits shall be granted to teachers who volunteer to join such activities.
3. Utilizing school funds to cover expenses for classroom beautification renovation or provision of school materials and supplies for school reports.
4. Paying salaries of newly hired teachers within the second month of their service.
5. Allowing teachers and school officials who are writing their thesis/dissertation to be on study leave of absence with pay, after seven years of service in the Department of Education.
6. Preparing professional portfolios required under RPMS and IPCRF in digital format instead of hard copies.
7. Encouraging teachers to use the DLL exemplars available, with appropriate revisions, instead of preparing new lesson plans.

On the other hand, the following practices are **strongly discouraged**:

1. Parents entering classrooms during class hours, except for the first two weeks of the school year in kindergarten and Grade 1 classes.
2. Pupils and students using cellphone during class hours, except when lessons are ICT-enabled.

Finally, the following practices are **absolutely prohibited**:

1. Implementing canteen trays where teachers and learners are forced to buy meals and snacks inside the classroom.
2. Requiring teachers to collect PTA fees and other contributions.

To demonstrate proof that this Memorandum has been duly disseminated to all teachers, School Heads shall submit a certification to their Schools Division Superintendents indicating full commitment to comply with these implementing

guidelines for enhancing teachers' welfare. The certification shall bear the signature of all teachers present during the meeting when this Memorandum is discussed.

Strict compliance with this Memorandum is desired.



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IV-A (CALABARZON)
Gate 2, Alabang Drive, Santa Rita



MEMORANDUM:

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL PUBLIC SCHOOL PRINCIPALS
ALL PUBLIC SCHOOL TEACHERS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : ENSURING EQUITABLE WORKLOADS FOR PUBLIC
SERVANTS IN DEPED CALABARZON

DATE : JUN 23 2015

**ON THE POLICY CONCERNING THE 6-HOURS ACTUAL TEACHING OF PUBLIC
SCHOOL TEACHERS**

1. Public school teachers are not exempt from rendering services of 6 hours per work day;
2. However, a mechanism exists allowing teachers to render 6-hours actual teaching work inside the school campus and may render the remaining 2-hours outside the school for teaching related activities, **provided that all requirements of law are complied with:**
3. **DepED Memorandum No.291 s. 2008 and DepEd Order No. 16 s. 2009** allows teachers to render 6-hours actual teaching work inside the school campus and to spend the remaining 2-hours per day outside of the school campus to prepare and/or perform the following:
 - lesson plans, action/work plans, instructional materials, evaluation/assessment of rubrics;
 - preparation and checking of exercises, recording of academic performance and classroom accomplishments;
 - conduct of research;
 - attendance to seminars, workshops and similar programs;
 - counseling, mentoring, coaching of students including home visits.

- consultation and conferences with parents;
- performance of coordination activities and recognized community social services; and
- participation in the improvement and maintenance of school facilities

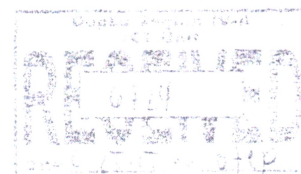
4. The mechanism for the above mentioned 2-hours work done by teachers outside the school premises shall be agreed by the principal with the teachers, parents and students, preferably through the School Governing Council or any established mechanism for school-community partnership;
5. To ensure that the 2-hours for teaching-related tasks are fulfilled by the teachers, each teacher shall prepare a Monthly Plan of Activities to carry-out these tasks to be approved by the school principal. The enclosed suggested template for the "Monthly Plan of Activities to Perform Teaching-Related Tasks" may be used and
6. To address concerns relative to proper entries on the Daily Time Record, the duly approved Monthly Plan shall likewise be an authority for teachers after rendering 6-hour actual teaching to leave the campus on official time.
7. It is being clarified that the actual teaching load refers to the time a teacher has been scheduled to hold classes in a given school day. In cases where class meetings are not scheduled on a daily basis, the 6-hours actual teaching shall be deemed fulfilled once the total teaching-learning activities facilitated by the teachers totals 30 hours or (1,800 minutes) per week;
8. A teacher assigned as class adviser or who handles special assignments such as, but not limited to; school paper moderator, gets a one or more hours load credit. A teacher assigned to do multiple special advisorships shall be entitled to a one-hour load credit. This means that class advisers or teachers with special assignments equivalent to one (1) hour shall facilitate teaching learning activities for 5-hours per day.

ON COMPENSATING SERVICES BEYOND OFFICIAL TIME

1. Every employee who renders service beyond the 8-hour per-day requirement shall be entitled to Compensatory Overtime Credit or Service Credits.

- a. A teacher assigned to facilitate learning activities beyond 6 hours per day shall be entitled to service credits for every accumulated 6 hours of actual teaching overload as equivalent to one day service credit.
 - b. In schools implementing more than single shift, the head teacher or school head shall render services for 8 hours a day only. The schedule of the head teachers shall be set on staggered bases.
2. Every employee required to render service during holidays or non-working days shall be granted Compensatory Overtime Credit /Service Credit commensurate to the actual time service has been rendered.

IMMEDIATE DISSEMINATION OF AND STRICT COMPLIANCE WITH THIS MEMORANDUM IS DESIRED.



RD's office

Republic of the Philippines
Department of Education
REGION IV-A (CALABARZON)

Gate 2 Karangalan Village, Cainta, Rizal

Email: region4a@deped.gov.ph Fax: (02) 82 2114

Division/District

Name of School

Address

Month & Year

AGREEMENT ON THE 2 HOURS OF TEACHING RELATED LOADS TO BE UNDERTAKEN OUTSIDE OF THE SCHOOL CAMPUS

ACTIVITIES	WEEK 1							WEEK 2							WEEK 3							WEEK 4						
1. Preparation of daily lesson logs																												
2. Preparation of instructional materials																												
3. Learning Action Cell (LAC) sessions with co-teachers																												
4. Checking of students outputs																												
5. Computation of grades																												
6. Remedial sessions for pupils/students need improvement																												
7. Structuring of classroom																												
8. Guidance and counselling session for students with special needs																												
9. Conference with parents of students with special needs																												
10. Coaching/training for ECA of pupils/students																												
11. Doing community linkages																												
Other Tasks																												
1																												
2																												
3																												

This is to acknowledge that the undersigned teacher and principal agree that the activities marked (V) shall be carried out on the dates indicated on the table above.

This agreement likewise serves as the authority for the teacher to be allowed to leave the campus after rendering 6 hours of actual classroom teaching and spend the two hours outside of the school campus

SIGNATURE ABOVE PRINTED NAME OF SCHOOL HEAD

SIGNATURE ABOVE PRINTED NAME OF TEACHER

COMPLIANCE REPORT

Regional Memorandum on Enhancing Teachers' Welfare in Calabarzon Public Schools

Division:	
District:	
School:	
Name of School Head:	
Number of Teachers:	
Date:	
Agenda:	<ol style="list-style-type: none"> 1. Preliminaries 2. Call to Order 3. Orientation and Discussion of the Policy 4. Open Forum/Q & A 5. Agreement 6. Signing of Undertaking 7. Adjournment
Attendees:	

MINUTES OF THE MEETING

Provisions	Provisional Considerations	Agreement	Remarks
1. 6 hours of actual teaching			
2. 2 hours of teaching-related tasks			
3. Teaching loads			
4. Ancillary loads			
5. Class observation			
6. Annual medical examination			
7. Other matters			

Prepared by:

School Head

CONFORME:

(All attendees)