



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



26 January 2022

DIVISION MEMORANDUM
DM No. 058, s. 2022

REITERATING THE SENIOR HIGH SCHOOL POLICIES AND OTHER RELATED MATTERS

To: OIC - Assistant Schools Division Superintendents
Division Chiefs,
Public Schools District Supervisors,
Secondary School Heads of Schools with Senior High School Program Offering,
Senior High School Coordinators
All Others Concerned

1. DepEd Quezon, in its desire to enhance its service delivery, conducted a Division – Wide Senior High School Conference on July 20, 2021 at the M.I. Sevilla's Farm and Resort.
2. Relative to the conduct of the aforementioned Division initiative, issues and concerns were gathered from the 66 teacher-participants composed of Senior High School Coordinators and Master Teachers.
3. After a careful examination of the collated issues and concerns of the Senior High School teachers, this Office reiterates the Senior High School Policies and Other Related Matters. (Please see Enclosure 1)
4. Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
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cid-ims-jam/trqn/01/26/2022

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Enclosure 1: Senior High School Policies and Other Related Matters

Senior High School Concerns	Basis
Teachers' Loading of Subjects	
1. Senior High School (SHS) teachers' teaching assignments shall be properly aligned with their area of specialization with a maximum 30 teaching hours per week and 10 hours for accomplishment of school - related activities.	<ul style="list-style-type: none">• DO No. 291, s. 2008 – Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers provisions 1a-c, 2b-d• Division Memorandum No. 177, s. 2018 – Adoption of Recommended Policies on the Implementation of Senior High School Program Enclosure 1, with the sub-title of On the Recommendation for Hiring of Qualified Teaching and Non-Teaching Personnel and On the Distribution of Teaching Load and Assignment
2. In case of unavailability of teachers to handle the SHS subjects, school head shall ensure that SHS subjects are handled by the competent teachers who shall be encouraged to attend the needed professional training/s to better prepare them to handle the subject/s that are not their area of specialization.	<ul style="list-style-type: none">• Division Memorandum No. 177, s. 2018 – Adoption of Recommended Policies on the Implementation of Senior High School Program Enclosure 1, with the sub-title of On the Distribution of Teaching Load and Assignment provision 2
3. To lighten the task of the Practical Research teachers and to ensure rigid monitoring and evaluation of learners' research outputs, handling of Practical Research subject shall be divided among SHS teachers with thesis writing experience (those who have completed their MA or Doctorate Program).	<ul style="list-style-type: none">• Division Memorandum No. 177, s. 2018 – Adoption of Recommended Policies on the Implementation of Senior High School Program Enclosure 1, with the sub-title of On the Recommendation for Hiring of Qualified Teaching and Non-Teaching Personnel and On the Distribution of Teaching Load and Assignment• DO No. 291, s. 2008, provision 5, ...Schools Division Superintendents are directed to monitor and evaluate the over-all performance of schools to ensure that the implementation of this scheme for working hours of teachers shall redound to the efficient and effective delivery of educational services.

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<p>4. School related tasks of teachers shall include but not limited to the preparation of instructional materials, checking and recording of learners' outputs, holding of academic counseling, conduct of remedial and enhancement classes, attendance to faculty and PTA meetings, preparation of school reports and performance of committee assignments.</p>	<ul style="list-style-type: none">• DO No. 291, s. 2008 – Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers provision 2b-d
<p>5. SHS teacher who is appointed as a coordinator shall be entitled to a reduction of five hours teaching assignment in a week.</p>	<ul style="list-style-type: none">• DO No. 291, s. 2008 – Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers provision 2b
<p>6. Coordinatorship of SHS teachers shall be evenly distributed among other equally qualified and competent SHS teachers to ensure that SHS teachers can effectively and efficiently perform their instructional duties and responsibilities.</p>	<ul style="list-style-type: none">• DO No. 291, s. 2008 – Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers provision 4, The Schools Division Superintendents are enjoined to monitor the implementation and compliance of the DepED issuances on teaching loads and related matters to ensure the efficient and effective delivery of educational services.
<p>7. Teacher's actual assignments shall be reflected in the School Form 7 (SF 7) or School Personnel Assignment List and Basic Profile which should be made accessible to all teachers in the Senior High School and to the DepED Monitoring Team members.</p>	<ul style="list-style-type: none">• Modified School Form 7 (SF7) – School Personnel Assignment and Basic Profile• Transparent, Ethical and Accountable (TEA) Governance (SCOUTERS ROCK)<ul style="list-style-type: none">✚ Open all channels of communication (suggestion boxes, on-line and other media) to keep everybody updated on all policies and opportunities for professional growth and to gather constructive comments and feedback for enhanced delivery of services.✚ Take active part in monitoring and supervising teaching-learning activities as well as in providing technical assistance towards better outcomes.

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	✚ Systematically push higher levels of practice in School-Based Management.
Simplification of Research Requirements for SHS Students	
<ul style="list-style-type: none">• During the time of crisis, SHS teachers shall simplify the requirements for research of the SHS students without sacrificing the quality of instruction.	<ul style="list-style-type: none">• Enclosure to DO No. 31, s. 2020 – Interim Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan, provision V-A Planning the Assessment, #17a-c
<ul style="list-style-type: none">• Teachers of the SHS subjects that require a research project shall agree on the common research output for the submission of the SHS students which will be considered in the evaluation of learners' performance in the subjects that require a research output.	<ul style="list-style-type: none">• Enclosure to DO No. 31, s. 2020 – Interim Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan, provision V-A Planning the Assessment, #17a-d
<ul style="list-style-type: none">• Research project of the SHS learners should be properly aligned with the student's strand and/or specialization.	<ul style="list-style-type: none">• Enclosure to DO No. 31, s. 2020 – Interim Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan, provision V-A Planning the Assessment, #11a-f
<ul style="list-style-type: none">• Research project of the SHS learners should be beneficial to the school or to the student's immediate community.	<ul style="list-style-type: none">• Enclosure to DO No. 31, s. 2020 – Interim Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan, provision V-A Planning the Assessment, #17
<ul style="list-style-type: none">• Relevance to the school/community of the research project should be given top importance in the selection/approval of research project.	<ul style="list-style-type: none">• Enclosure to DO No. 31, s. 2020 – Interim Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan, provision V-A Planning the Assessment, #17
<ul style="list-style-type: none">• Step-by-step procedures in research making should be thoroughly discussed with the SHS learners and performance assessment should be done individually to ensure that SHS acquire the prescribed research competencies.	<ul style="list-style-type: none">• Enclosure to DO No. 31, s. 2020 – Interim Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan, provision V-A Planning the Assessment, #17a-d
<ul style="list-style-type: none">• Research project shall be done collaboratively by the SHS learners with the rigid supervision of the subject teacher/s. Likewise, equitable distribution of students' assignments in research making shall be checked by	<ul style="list-style-type: none">• Enclosure to DO No. 31, s. 2020 – Interim Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan, provision V-A Planning the Assessment, #17a-d

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<p>the Practical Research teacher. This shall be done to ensure that there are no one or two learners who are burdened with many responsibilities in complying with students' group research project.</p>	
<ul style="list-style-type: none">• Presentation (not research defense) of a research project shall be made part of the culminating activity of the SHS. No Collection Policy shall be observed in realizing the planned research presentation.	<ul style="list-style-type: none">• Copy of Most Essential Learning Competencies for Practical Research 1 and 2 particularly the following competencies:<ul style="list-style-type: none">✚ CS_RS11-IVg-j-4-6✚ CS_RS12-IIh-j-4-6
<ul style="list-style-type: none">• Final defense of a research project before a group of panelists shall not be made a requirement for the completion of a research-oriented subjects including Practical Research 1 and 2.	<ul style="list-style-type: none">• Copy of Most Essential Learning Competencies for Practical Research 1 and 2 particularly the following competencies:<ul style="list-style-type: none">✚ CS_RS11-IVg-j-4-6✚ CS_RS12-IIh-j-4-6
<ul style="list-style-type: none">• To lighten the task of the Practical Research teachers and to ensure rigid monitoring and evaluation of learners' research outputs, handling of Practical Research subject shall be divided among SHS teachers with thesis writing experience (those who have completed their MA or Doctorate Program).	<ul style="list-style-type: none">• Transparent, Ethical and Accountable (TEA) Governance (SCOUTERS ROCK)<ul style="list-style-type: none">✚ Take active part in monitoring and supervising teaching-learning activities as well as in providing technical assistance towards better outcomes.• DO No. 291, s. 2008 – Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers provision 4, The Schools Division Superintendents are enjoined to monitor the implementation and compliance of the DepED issuances on teaching loads and related matters to ensure the efficient and effective delivery of educational services.
Uniformity of SHS Subject Offerings	
<ul style="list-style-type: none">• All Senior High Schools in the Schools Division of Quezon shall implement the prescribed SHS Curriculum Program.	<ul style="list-style-type: none">• Conference Resolution of Senior High School Teachers of DepED Quezon dated July 20, 2021 at MI Sevilla's Farm and Resort

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<ul style="list-style-type: none">• Deviation to the prescribed Curriculum Program of the Senior High School of DepEd Quezon requires a letter of request for Schools Division Superintendent's approval. Letter of request complete with supporting documents shall be submitted to the Office of the Schools Division Superintendent through the Division Focal Person for Senior High School at least one week before the opening of the semester.	<ul style="list-style-type: none">• Conference Resolution of Senior High School Teachers of DepEd Quezon dated July 20, 2021 at MI Sevilla's Farm and Resort
<ul style="list-style-type: none">• To ensure uniform implementation of the SHS subjects, the BUDGET OF WORK (BOW) per subject should be prepared by the subject teachers in consultation with the SHS Coordinator and the School Head. BOW per subject shall reflect the MELCs, the activities to be employed by the subject teacher/s in the attainment of the MELCs, the assessment strategies to be used to measure the attainment of the MELCs, and the time allotment for the delivery of every MELC in terms of number of days in a particular week of the semester.	<ul style="list-style-type: none">• Transparent, Ethical and Accountable (TEA) Governance (SCOUTERS ROCK)<ul style="list-style-type: none">✦ Open all channels of communication (suggestion boxes, on-line and other media) to keep everybody updated on all policies and opportunities for professional growth and to gather constructive comments and feedback for enhanced delivery of services.✦ Take active part in monitoring and supervising teaching-learning activities as well as in providing technical assistance towards better outcomes.• Systematically push higher levels of practice in School-Based Management.
<ul style="list-style-type: none">• The compilation of BOWs shall be kept by the school and shall be used by the concerned school and DepED officials in the monitoring and evaluation of instruction in the Senior High School.	<ul style="list-style-type: none">• Transparent, Ethical and Accountable (TEA) Governance (SCOUTERS ROCK)<ul style="list-style-type: none">✦ Open all channels of communication (suggestion boxes, on-line and other media) to keep everybody updated on all policies and opportunities for professional growth and to gather constructive comments and feedback for enhanced delivery of services.✦ Take active part in monitoring and supervising teaching-learning activities as well as in providing technical assistance towards better outcomes.

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	<ul style="list-style-type: none">• Systematically push higher levels of practice in School-Based Management.
<ul style="list-style-type: none">• At the end of every semester, all Senior High Schools in the Division are expected to submit to the Division Focal Person for SHS a status report on the implementation of Budget of Works in the Senior High School.	<ul style="list-style-type: none">• Transparent, Ethical and Accountable (TEA) Governance (SCOUTERS ROCK)<ul style="list-style-type: none">✦ Open all channels of communication (suggestion boxes, on-line and other media) to keep everybody updated on all policies and opportunities for professional growth and to gather constructive comments and feedback for enhanced delivery of services.✦ Take active part in monitoring and supervising teaching-learning activities as well as in providing technical assistance towards better outcomes.✦ Systematically push higher levels of practice in School-Based Management.
Use of Contextualized and Localized Learners' Textbooks Crafted by the SHS Teachers of DepEd Quezon	
1. In the absence of instructional materials provided by the Agency such as SLMs, LeaPs, LAS, etc., the Department of Education- Schools Division of Quezon quality assured contextualized and localized learners' textbooks crafted by the SHS teachers of DepED Quezon shall be utilized by DepED Quezon learners.	<ul style="list-style-type: none">• DM No. 441, s. 2019 – Guidelines and Process for LRMD C Assessment and Evaluation of Locally Developed and Procured Materials
2. The DepED Quezon quality assured contextualized and localized learners' textbooks crafted by the SHS teachers of DepED Quezon shall be made available through the Division Learning Resource Management and Development Center.	<ul style="list-style-type: none">• DM No. 441, s. 2019 – Guidelines and Process for LRMD C Assessment and Evaluation of Locally Developed and Procured Materials DM No. 441, s. 2019 – Guidelines and Process for LRMD C Assessment and Evaluation of Locally Developed and Procured Materials
3. A prescribed link created by the Division Learning Resource Management and Development Center	<ul style="list-style-type: none">• DM No. 441, s. 2019 – Guidelines and Process for LRMD C Assessment and Evaluation of Locally Developed and Procured Materials

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will be provided to the school heads of the Senior High Schools for them to access the materials for utilization of the SHS learners.	
4. Printing of the quality assured contextualized and localized learners' textbooks crafted by the SHS teachers of DepED Quezon shall be permitted by the Division Learning Resource Management and Development Center for the purpose of providing quality education to DepED Quezon SHS learners and not for other purposes.	<ul style="list-style-type: none">• DM No. 441, s. 2019 – Guidelines and Process for LRMDC Assessment and Evaluation of Locally Developed and Procured Materials
5. Sharing of the quality assured contextualized and localized learners' textbooks crafted by the SHS teachers of DepED Quezon shall require a written request addressed to the Office of the School's Division Superintendent through the Education Program Supervisor In-Charge of the Division Learning Resource Management and Development Center.	<ul style="list-style-type: none">• DM No. 441, s. 2019 – Guidelines and Process for LRMDC Assessment and Evaluation of Locally Developed and Procured Materials
Issuance of Designation Paper with Well-Defined Functions and with Inclusive Date of Appointment to SHS Coordinator and School Memorandum Informing the School Personnel of the Appointee and His/her Inclusive Date of Appointment as SHS Coordinators	
<ul style="list-style-type: none">• Designation of a Senior High School Coordinator shall be done by the School Head of all schools in the Schools Division of Quezon with Senior High School Program offering.	<ul style="list-style-type: none">• Senior High School Manual of Operations (Enclosure to DepEd Memorandum No. 76, s. 2016)• Transparent, Ethical and Accountable (TEA) Governance (SCOUTERS ROCK)<ul style="list-style-type: none">✚ Open all channels of communication (suggestion boxes, on-line and other media) to keep everybody updated on all policies and opportunities for professional growth and to gather constructive comments and feedback for enhanced delivery of services.

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<ul style="list-style-type: none"> The designation of a Senior High School Coordinators shall be done annually by the school head through a designation paper with indicated well-defined functions and inclusive date of appointment and a school memorandum signed by the school head informing the school personnel of the appointee and the inclusive date of the appointment. 	<ul style="list-style-type: none"> Systematically push higher levels of practice in School-Based Management. Senior High School Manual of Operations (Enclosure to DepEd Memorandum No. 76, s. 2016) Transparent, Ethical and Accountable (TEA) Governance (SCOUTERS ROCK) Open all channels of communication (suggestion boxes, on-line and other media) to keep everybody updated on all policies and opportunities for professional growth and to gather constructive comments and feedback for enhanced delivery of services. Systematically push higher levels of practice in School-Based Management.
<ul style="list-style-type: none"> Being appointed as the school's Senior High School Coordinator, the teacher is entitled to a reduction of five hours teaching assignment to give him/her time to do his/her administrative tasks. 	<ul style="list-style-type: none"> DO No. 291, s. 2008 – Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers provisions 1a-c, 2b-d
<ul style="list-style-type: none"> The appointment of the Senior High School Coordinator shall not exceed the period of three consecutive years to give way to the other teachers to experience the job of a Senior High School Coordinator and to accelerate leadership potentials among the SHS teachers. 	<ul style="list-style-type: none"> Transparent, Ethical and Accountable (TEA) Governance (SCOUTERS ROCK) Open all channels of communication (suggestion boxes, on-line and other media) to keep everybody updated on all policies and opportunities for professional growth and to gather constructive comments and feedback for enhanced delivery of services. Systematically push higher levels of practice in School-Based Management.
<ul style="list-style-type: none"> In case that the current SHS Coordinator will not be re-appointed to his/her current administrative post, proper indorsement should be made by the outgoing SHS Coordinator to the incoming SHS Coordinator in the presence of the school head. 	<ul style="list-style-type: none"> Transparent, Ethical and Accountable (TEA) Governance (SCOUTERS ROCK) Open all channels of communication (suggestion boxes, on-line and other media) to keep everybody updated on all policies and opportunities for professional growth and to gather constructive

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	comments and feedback for enhanced delivery of services. ✦ Systematically push higher levels of practice in School-Based Management.
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Prepared by:



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Senior High School Division Focal Person


Noted by:


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Recommending Approval:


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