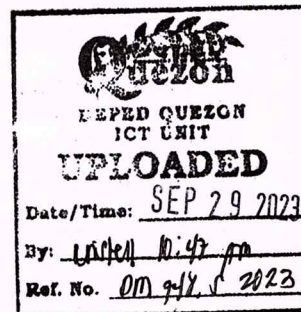




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



26 September 2023

DIVISION MEMORANDUM
DM No. 748, s. 2023

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

To: Assistant Schools Division Superintendents
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Junior High and Senior High School Heads
All Others Concerned

1. Attached herewith is Regional Memorandum No. 555, s. 2023 titled Reminder on the Working Hours and Workload of the Teaching Personnel for School Year (SY) 2023-2024, for your guidance and reference.
2. Immediate dissemination and compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

cid-ims/lsw/rqn/09/26/2023

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

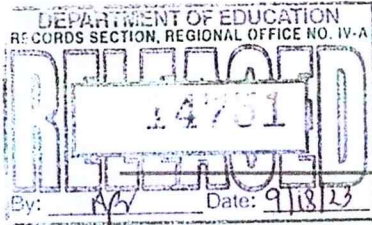
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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



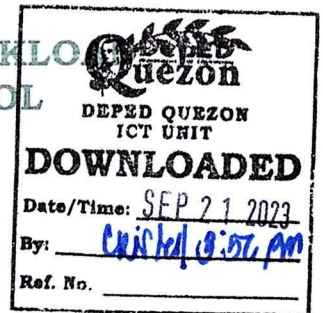
Personnel-RM-2023-555



15 September 2023

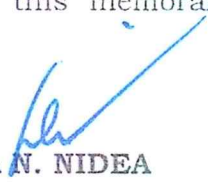
Regional Memorandum
 No. 555, s. 2023

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



To **Schools Division Superintendents**
School Heads
All Others Concerned

1. Enclosed is a copy of the Memorandum DM-OUHROD-2023-1116 dated August 10, 2023 signed by USec. GLORIA JUMAMIL-MERCADO, Undersecretary for Human Resource and Organizational Development, DepEd Central Office, which is self-explanatory, and for information.
2. Attention is invited to the 3rd paragraph of said memorandum which states that 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 teacher;
 - 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 teacher over ancillary, administrative, and non-teaching tasks to the teaching personnel.
3. Immediate dissemination of and compliance with this memorandum is desired.


LOIDA N. NIDEA
 Schools Division Superintendent
 Officer-In-Charge
 Office of the Regional Director

Incl.: As stated

ROA/P1



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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

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.

[BUHROD-SED/AQUINO]