



Republic of the Philippines  
Department of Education  
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

August 31, 2023

**DIVISION MEMORANDUM**

No.0337, s. 2023

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

To: Rebecca C. Sagot, CESO VI – Assistant Schools Division Superintendent  
Ramel M. Pilo – Chief Education Supervisor, SGOD  
Eduard C. Amoguis - Chief Education Supervisor, CID  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. Herewith is the Regional Memorandum No. AD-2023-179 dated August 30, 2023 titled Reminder On The Working Hours and Workload Of The Teaching Personnel For School Year (SY) 2023-2023 reminding all concerned on the working hours and workload of the teaching personnel for School Year 2023-2024.
2. School Heads are required to assign teaching loads to teachers to completely utilize the six hours of actual classroom teaching.
3. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
4. Immediate and wide dissemination of this memorandum to all concerned is desired.

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent



**DR. EDUARD C. AMOGUIS**  
Chief Education Supervisor  
Curriculum Implementation Division

CID/eca





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

**REGIONAL MEMORANDUM**  
AD-2023-179

To : Schools Division Superintendents  
Chief Administrative Officer - AD

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

Date : August 30, 2023

Herewith is Memorandum DM-OUHROD-2023-1116 dated August 10, 2023, from the Office of the Undersecretary for Human Resource and Organizational Development, reminding all concerned on the working hours and workload of the teaching personnel for School Year 2023-2024.

Schools Division Superintendents shall ensure that School Heads shall assign teaching loads to teachers to completely utilize the six hours of actual classroom teaching.

For information and strict compliance.

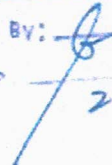
**ALLAN G. FARNAZO**  
Director IV

By the Authority of the Regional Director:

Enclosed: As stated.

ROA3/PS/ijj

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

By:   
Date: Aug 30, 2023  
23079

  
ROCIO C. ENRIQUEZ  
Chief Administrative Officer



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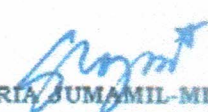
## Department of Education

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

*Handwritten notes: km 08/21/23*

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]