



Republic of the Philippines
Department of Education
REGION V - BICOL

Office of the Regional Director



August 30, 2023

REGIONAL MEMORANDUM
No. 411, s. 2023

DISSEMINATION OF MEMORANDUM DM-OUHROD-2023-1116
[Reminder on the Working Hours and Workload of the Teaching Personnel for School Year (SY) 2023-2024]

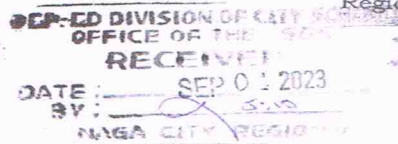
To : Assistant Regional Directors
Schools Division Superintendents/OIC-SDSs
All Others Concerned

- For the information, guidance, and compliance of all concerned, enclosed is a copy of Memorandum DM-OUHROD-2023-1116 from Usec. Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development dated August 10, 2023, titled *Reminder on the Working Hours and Workload of Teaching Personnel for School Year (SY) 2023-2024*.
- Immediate dissemination of this Memorandum is desired.

GILBERT T. SADSAD
Regional Director

Encl.: As stated.
To be indicated in the Perpetual Index
under the following subjects:

TEACHERS
TEACHING LOAD
WORK HOURS



AD-PS/matb
08/30/2023



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555
region5@deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

September 6, 2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
Elementary and Secondary Public School Heads
All Others Concerned

For information, guidance and compliance.

SUSAN S. COLLANO CESO V
Schools Division Superintendent



DO 31, s. 2019 Rider Rev. 01

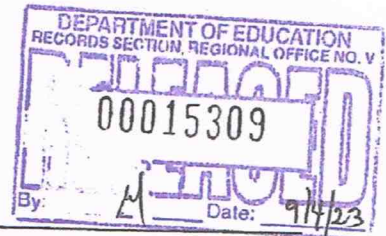


Address: Roxas Avenue, Triangulo, Naga City
Telephone No.: 054-871-3455
Email Address: naga.city@deped.gov.ph
Website: www.depednaga.ph





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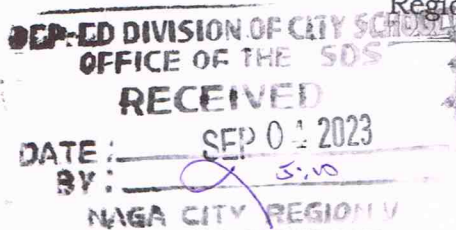
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WORK HOURS



AD-PS/math
08/30/2023

23071441
07 SEP 2023



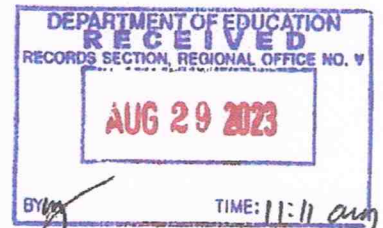
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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



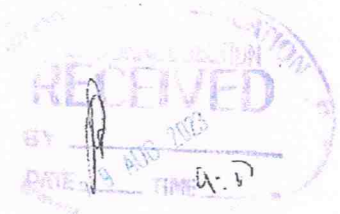
MEMORANDUM
DM-OUHROD-2023-1116

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC SCHOOL HEADS
ALL OTHERS CONCERNED

FROM :  GLORIA SUMAMIL-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:

- exercise a fair and equitable distribution of teaching workload to maximize the **six (6) hours** of actual classroom teaching;
- protect the **two (2) hours** of all teaching personnel to cover for work incidental to teaching duties; and
- accord priority to assigning actual classroom teaching over ancillary, administrative, and non-teaching tasks to the teaching personnel.

For immediate dissemination and compliance.

[BHRD-SED/AQUINO],

23071441
07 SEP 2023