



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Office of the Schools Division
Superintendent

SEP 13 2023

MEMORANDUM

No. 213, s. 2023

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

To: OIC-Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Administrative Office V
Others Concerned

1. Enclosed is Memorandum DM-OUHROD-2023-1116 from Undersecretary Gloria Jumamil Mercado on the above-captioned matter.
2. Aside from reiterating the Order for school heads to assign teaching loads to public school teachers to utilize the six (6) hours of actual classroom teaching, the following directives are underscored:
 - exercise a fair and equitable distribution of teaching workload to maximize the six (6) hours of actual teaching;
 - protect the two (2) hours of all teaching personnel to cover work incidental to teaching duties; and
 - accord priority to assigning actual classroom teaching over ancillary, administrative, and non-teaching tasks to the teaching personnel.
3. All Public Schools District Supervisors (PSDSs) are hereby directed to monitor compliance thereof and submit a consolidated report on/before September 22, 2023.
4. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Encl: As stated

To be indicated in the **Perpetual Index**

Under the following subjects

TEACHING PERSONNEL

WORKING HOURS

WORKLOAD

JBE/Memo — Reminder on the Working Hours and Workload of the Teaching Personnel for School Year (SY) 2023-2024

213 /September 14, 2023

NUM-2023-213

213





DEPARTMENT OF EDUCATION - NCR
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 SEP 4 2023
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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

SDO-MUNTINLUPA
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 9-6-23
 BY: EVELYN N. DINGA
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REGIONAL MEMORANDUM
 ORD No. 2023-847

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **WILFREDO E. CABRAL, CESO III**
 Regional Director

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

DATE : August 31, 2023

- Enclosed is a copy of Memorandum DM-OUHROD-2023-1116 dated August 10, 2023 of Undersecretary Gloria Jumamil-Mercado , relative to the "Reminder on the Working Hours and Workload of the Teaching personnel For SY 2023-2024, which is self-explanatory.
- For immediate dissemination and compliance.

WILFREDO E. CABRAL, CESO III
 Regional Director



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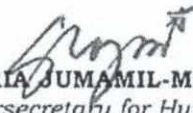
Republika ng Pilipinas

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.

/BIUROD-SED/AQUINO/