



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

SEP 27 2022

**DIVISION MEMORANDUM**

No. 391, s. 2022

**TEACHING LOADS, SPECIAL ASSIGNMENTS, TEACHING-RELATED ACTIVITIES, SAMPLE CLASS PROGRAM AND TEACHER'S SCHEDULE**

To: Assistant Schools Division Superintendent  
Division Chiefs, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Principals  
All Others Concerned

1. This Office announces the adoption of the following guidelines for teaching loads, assignments, teaching-related activities, sample class programs, and teacher's schedule in all public elementary and secondary schools in the SDO Bataan.

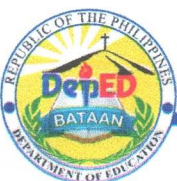
- a. **Teaching Loads.** All schools shall adopt DepEd Memorandum No. 291, s. 2008, which provides that:

- 1) Public school teachers shall render at most six (6) hours of actual teaching a day, except when undertaking academic activities that require presence outside the school premises;

- 2) School heads shall assign teaching loads to public school teachers to fully utilize the six (6) hour actual classroom teaching with due regard for possible teaching intervals;

- 3) A teacher with less than six (6) hours of actual classroom teaching shall render additional hours of appropriate teaching-related activities and duties within the school premises to complete six (6) hours.

- b. **Special Assignments.** All advisorship and/or special assignments for the entire school year combined shall be considered as **one teaching load**. In the exigency of the service, the principal may deviate from assigning teachers to ancillary services and instead assign teachers to actual teaching duties as the need arises. If possible, **no special assignment be given to Kinder-Grade 3 teachers** to focus on reading programs and activities. Other special assignments are as follows:



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1. Canteen teacher - tasked to supervise canteen operations not exceeding three (3) hours per day (D.O. No. 8, s. 2007)
  2. School Information Coordinator
  3. Homeroom Guidance Designate – Elem – 1 load, Secondary – 2 loads
  4. Subject Coordinator Secondary- without Department head
  5. School Paper Adviser - for schools that publish school paper at least twice a year.
  6. Property Custodian - without school Administrative Officer (AO)
  7. Reading Teacher
  8. School LIS Coordinator
- c. . A teacher with six (6) hours of actual classroom teaching and/or equivalent teaching related activities and duties shall render the remaining two (2) hours of work within or outside the school premises to comply with the eight-hour workday by engaging in the following teaching- related activities and duties;
- preparation of lesson plans, action/work plans, instructional materials, evaluation/assessment tools/rubrics;
  - preparation and checking of exercises; recording of academic performance results and classroom accomplishments;
  - conduct of research;
  - attendance to seminars, workshops and similar programs;
  - counseling, mentoring, coaching of students, including home visits;
  - consultations and conferences with parents;
  - performance of coordination activities and duly recognized community social services; and
  - participation in the maintenance and improvement of school facilities and equipment.
- d. **Class Program and Teacher's Schedule.** Samples of class programs for Grades 1-12 and a teacher's schedule are hereto attached to guide each school as to the format, teacher/class information required and signatories to reflect.



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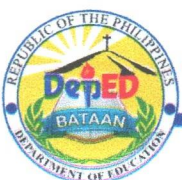


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1. Time allotment pursuant to DepEd Order No. 21, s. 2019 shall be followed for the minimum period of class interaction in each subject. However, only schools with 2 shift classes shall be allowed to deduct 10 minutes per subject. The schools should give intervention and other appropriate teaching-related activities to students to make up for the reduction in time allotted.
2. Classes in **Grades 1, 2 and 3** must be **self-contained** (one teacher assigned for each class). Only grades 4-12 will be allowed to utilize departmentalized or team teaching. Observance of this policy should be strictly followed.
3. The sample class program and teacher's schedule can be modified as to format, time allotment, and teacher/class information required if necessary based on the school's actual needs and situation, provided that no information required in the sample shall be removed. The signatories in the sample shall strictly be followed. (See sample class program at the provided link: <https://bit.ly/3LraXqB>)

**MTB-MLE, Filipino and English subjects shall be taught consecutively to observe continuity and bridging of languages.**

4. The class program and teacher's schedule must be printed in black and white except for the DepEd seal/school logo to ensure clarity and readability of contents.
5. The **Class Program, Teacher's Schedule, and Summary of Loads** of Teachers shall be prepared by the school head, confirmed by the teacher, and submitted to the PSDS In-Charge for checking/verifying to ensure that DepEd Order No. 31, s. 2012 is strictly observed, particularly on timeslot for each learning area, as well as DepEd Memorandum No. 291, s. 2008 for the Working Hours of Teachers. In addition, the Education Program Supervisor In-Charge per district shall review before approval of the Chief of the CID.
6. The class program is expected to be posted/placed at the door or outside the classroom while the teacher's schedule is expected to be placed on the teacher's table.



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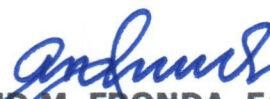


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2. The Education Program Supervisors and Public Schools District Supervisors are enjoined to monitor the implementation and compliance of the DepEd issuances on teaching loads and related matters to ensure the efficient and effective delivery of educational services.
3. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**ROLAND M. FRONDA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encls.: as stated

Reference: DM 291, s. 2008  
DepEd Order No. 9, s. 2005  
DepEd Order No. 21, s. 2019

To be indicated in the Perpetual Index  
Under the following subjects:  
Class Program Teacher's Schedule Teaching Load

CI7/CI10  
September 16, 2022



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