



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

DIVISION MEMORANDUM

No. 251 s. 2025

**REITERATION OF DM-OSEC-OUHROD-2025-002: ADDITIONAL
GUIDELINES ON THE ASSIGNMENT OF TEACHING LOAD**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to **DepEd Memorandum DM-OSEC-OUHRDD-2025-0002** titled "*Additional Guidance on the Assignment of Teaching Load to Teachers*" dated June 4, 2025, all concerned are directed to strictly observe the following parameters in the assignment and distribution of teaching load:

- a) **Prioritize Master Teachers** in handling **Key Stage 1 (Kindergarten to Grade 3)** to maximize their competencies in ensuring quality foundational education.
- b) Teachers shall be assigned to **teach in their area of specialization**, based on their:
 - i. educational attainment,
 - ii. relevant training and experience,
 - iii. valid professional teaching license, and
 - iv. for education unit earners, the **Professional Regulation Commission (PRC) Taxonomy** shall be followed in determining their area of specialization.
- c) Teachers shall be assigned to **learning areas and/or grade levels** in which they have received relevant training.

2. In support of these guidelines, all School Heads are instructed to:

- a) **Ensure the accuracy of the declared area of specialization** of teachers in the electronic School Form 7 (eSF7).
- b) **Conduct regular audits** of teaching load using the eSF7 or similar tools to ensure proper alignment of teaching assignments with licenses and training.

3. Moreover, the Administrative Section–Personnel Unit shall consider the required specializations during the publication of vacancies and application processes.



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4. The Curriculum Implementation Division (CID) shall **establish monitoring mechanisms** to ensure compliance with these directives.
5. Immediate and strict compliance of this Memorandum is earnestly desired.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Encls.: as stated
Reference: DM-OSEC-OUHROD-2025-002

To be indicated in the Perpetual Index
Under the following subjects:

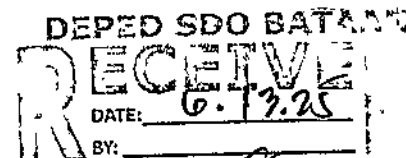
ADDITIONAL GUIDELINES
SPECIALIZATION
TEACHING LOAD

CI2

June 17, 2025



Republika ng Pilipinas
Department of Education
OFFICE OF THE SECRETARY



MEMORANDUM
DM-OSEC-OUHROD-2025- 0002

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS

ATTENTION : CURRICULUM IMPLEMENTATION DIVISION

FROM : ATTY. FATIMA LPP D. PANONTONGAN
Undersecretary and Chief of Staff

WILFREDO E. CABRAL
Undersecretary for Human Resource and Organizational Development

SUBJECT : ADDITIONAL GUIDANCE ON THE ASSIGNMENT OF TEACHING LOAD TO TEACHERS

DATE : June 4, 2025

All concerned field officials are directed to observe the following parameters as additional guidance on the assignment of teaching load:

1. Prioritize **Master Teachers** in handling **Key Stage 1 (Kinder-Grade 3)** to maximize their competencies for the foundational years of learners.
2. Teachers shall be assigned to **teach in their area of specialization** based on their educational attainment, relevant training and experience, and professional teaching license. For education unit earners, they should follow the Professional Regulation Commission (PRC) Taxonomy in determining their area of specialization.
3. Teachers should be assigned to the learning areas and/or grade levels for which they have received **relevant training**.

The Schools Division Offices (SDOs), through the Curriculum Implementation Division (CID), shall establish monitoring mechanisms to ensure that the abovementioned parameters are consistently observed by School Heads in the distribution of teaching load:

1. Ensure the accuracy of the declared area of specialization of teachers in the electronic School Form 7 (eSF7).
2. Conduct a regular audit of teaching load using the eSF7 or similar tools to ensure that teachers are handling learning areas aligned with their licenses and training.

In addition, SDOs shall continue to prioritize hiring based on the needed specialization of schools. The Administrative Section-Personnel Unit shall include these required specializations during the call for applications and publication of vacancies.

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397.

For strict compliance.