



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

DIVISION MEMORANDUM
No. 384, s. 2025

SEP 12 2025

**CLASSIFICATION OF SENIOR HIGH SCHOOL COORDINATORSHIPS
PURSUANT TO DEPED ORDER NO. 005, S. 2024 UNDER SECTION V - A.4.1
ON TEACHING-RELATED ASSIGNMENTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior High School Principals
All Others Concerned

1. Pursuant to DepEd Order No. 005, s. 2024, entitled "Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload", the classification of Senior High School (SHS) Coordinatorships is hereby established to ensure that all teaching-related assignments are properly streamlined and recognized in line with Section V.A.4.1.
2. As provided in the said Order, other teaching-related assignments arising from new programs from higher and within governance levels whether internal initiatives or resulting from partnerships with stakeholders shall be subsumed under the recognized categories of School Coordinator, Trainer/Adviser, or Chairmanship.
3. This classification ensures that emerging assignments are aligned with existing categories, thereby preventing the proliferation of unnecessary designations, promoting consistency and fairness in teachers' workload distribution, and strengthening accountability across all Senior High Schools.
4. All Senior High School Principals are directed to ensure that the assignment of SHS Coordinatorships strictly adheres to the classifications provided herein. No additional categories beyond School Coordinator, Trainer/Adviser, and Chairmanship shall be created, in full compliance with DepEd Order No. 005, s. 2024.
5. For the Pilot Schools of the Strengthened Senior High School Program, strand Coordinatorships shall not be constituted. Upon full implementation of the Program in the succeeding years, when strands shall have been phased out, the Academic



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

Coordinator shall be recognized as equivalent to the TVL Coordinator and classified under Chairmanship – Learning Area.

6. For reference, uniform implementation, and to ensure proper designation and accountability, Annex A of this Memorandum contains the assignments classified under School Coordinator and Chairmanship, while Annex B outlines the specific duties and responsibilities of each SHS Coordinatorship.
7. This issuance shall serve as the official guide for all schools in the proper assignment of teaching-related functions and coordinatorships and shall take effect immediately.
8. For the information, guidance, and strict compliance of all concerned.


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

Encl: As stated
Reference: DepEd Order No. 005, s. 2024
To be indicated in the Perpetual Index
under the following subjects:
CLASSIFICATION OF SHS COORDINATORSHIPS
SENIOR HIGH SCHOOL
TEACHING-RELATED ASSIGNMENTS

CIS/ 



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

Annex A – Summary of SHS Assignments

SHS Assignment	Equivalent Category under A.4.1 of DepEd Order No. 005, s. 2024
JDVP Coordinator – TVL	School Coordinator
Work Immersion Coordinator	School Coordinator
HUMSS Strand Coordinator	Chairmanship – Learning Area
STEM Strand Coordinator	Chairmanship – Learning Area
ABM Strand Coordinator	Chairmanship – Learning Area
TVL Coordinator	Chairmanship – Learning Area
Academic Coordinator	Chairmanship – Learning Area
LRMDS Coordinator	School Coordinator

Categories of Teaching-Related Assignments (DepEd Order No. 005, s. 2024):

SCHOOL COORDINATOR:

- Reading/Literacy and Numeracy
- Research
- Special Needs Education (SNED)
- Information, Communication and Technology
- Guidance and Advocacy
- Inclusive Education (as may be applicable)

TRAINER/ADVISER:

- School Paper
- Sports Development Programs
- Supreme Elementary Learner Government (SELG) / Supreme Secondary Learner Government (SSLG)

CHAIRMANSHIP:

- Grade Level
- Learning Area

No other categories shall be added or removed beyond the above-mentioned assignments. Any new or emerging roles must be subsumed under these existing categories.



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

Annex B – Duties and Responsibilities of Senior HS Coordinatorships

JDVP (Joint Delivery Voucher Program) Coordinator – TVL

- Coordinate with JDVP providers for the delivery of TVL specializations.
- Monitor learners' participation and performance in partner Tech-Voc institutions.
- Ensure full compliance with JDVP program implementation guidelines.
- Coordinate with the Principal and the Division Senior HS Focal Person on the timely preparation and submission of reports

Work Immersion Coordinator

- Establish and sustain partnerships with industry and community institutions for immersion placements.
- Orient learners, teachers, and partner institutions on immersion policies and guidelines.
- Prepare immersion schedules and oversee student deployment.
- Coordinate with the Principal and the Division Senior HS Focal Person on the timely preparation and submission of reports

TVL Coordinator

- Coordinate with teachers handling TVL specializations.
- Oversee the use of laboratories, workshops, and facilities for TVL programs.
- Monitor NC assessments and coordinate with TESDA-accredited institutions.
- Serve as liaison between TVL teachers and school administration.
- Coordinate with the Principal and the Division Senior HS Focal Person on the timely preparation and submission of reports

Academic Coordinator

- Coordinate with teachers handling academic subjects.
- Facilitate academic-related activities, projects, and competitions.
- Serve as liaison between academic track teachers and school administration.
- Under the Strengthened SHS Program (when strands are phased out), serve as equivalent to TVL Coordinator but focusing on the Academic Track under Chairmanship – Learning Area.
- Coordinate with the Principal and the Division Senior HS Focal Person on the timely preparation and submission of reports



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

HUMSS / STEM / ABM Strand Coordinators

- Coordinate with teachers handling subjects within the strand.
- Facilitate strand-related activities, projects, and academic competitions.
- Serve as liaison between strand teachers and school administration.
- Coordinate with the Principal and the Division Senior HS Focal Person on the timely preparation and submission of reports

LRMDS Coordinator

- Manage and maintain school-based learning resources.
- Ensure quality assurance of contextualized learning resources developed by teachers.
- Monitor the utilization of LRMDS resources to support teaching and learning.
- Coordinate with the Principal and the Division Senior HS Focal Person on the timely preparation and submission of reports