



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

July 13, 2026

**DIVISION MEMORANDUM**

No. 327, s. 2026

**STRICT IMPLEMENTATION OF THE SIX-HOUR TEACHING LOAD  
AND TWO-HOUR ANCILLARY WORK POLICY**

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

1. The Schools Division of Bataan reiterates the existing guidelines on teachers' working hours, specifically the **six (6) hours of actual classroom teaching** and **two (2) hours of ancillary work** to be rendered either inside or outside the school premises, in accordance with established laws, Civil Service issuances, and Department of Education policies.
2. The **Republic Act 4670 known as Magna Carta for Public School Teachers, Section 13** provides that public school teachers shall not be required to render more than six (6) hours of actual classroom teaching per day. It recognizes the physical and mental demands of teaching, ensuring that teachers are not overburdened with excessive instructional hours. The Magna Carta also stipulates that work beyond six hours must be compensated, thereby protecting teachers' rights to fair labor practices. By limiting teaching hours, the law promotes quality instruction, as teachers are given time for preparation and professional growth. This provision serves as the cornerstone for subsequent DepEd issuances on teachers' workload.
3. While the **CSC Resolution No. 080096 (2008)** clarifies that teachers are subject to the eight-hour workday rule. Of these eight hours, six are devoted to actual classroom teaching, while two are for ancillary tasks. Ancillary tasks include lesson planning, checking of papers, and other teaching-related duties essential to instruction. This resolution harmonizes the Magna Carta with civil service rules, ensuring consistency in implementation. It underscores that teachers' work extends beyond classroom instruction, recognizing their broader professional responsibilities.
3. In addition, **DepEd Memorandum No. 291, s. 2008** operationalizes the six-hour teaching load policy. It directs school heads to adjust class schedules to comply



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with the six-hour limit. The memo also emphasizes that teachers must render two hours of ancillary work daily. It provides flexibility by allowing ancillary work to be done inside or outside the school. The memorandum reinforced accountability by requiring documentation of ancillary tasks.

4. On the other hand, the **DepEd Order No. 16, s. 2009** institutionalizes the implementation of the six-hour teaching load policy. It clarifies the scope of ancillary tasks, including lesson planning, instructional material preparation, and student evaluation. The order mandates school heads to monitor compliance and ensure equitable workload distribution. It emphasizes that ancillary work is integral to teaching effectiveness, not optional. By formalizing the policy, the order strengthened teachers' rights and clarified administrative responsibilities.

5. Pursuant to DepEd Order No. 005, s. 2024 (Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload) and DepEd Memorandum No. 053, s. 2024 (Implementation Guidelines on Rationalizing Teachers' Workload and Overload Compensation), **all public schools are reminded that teachers shall not be required to submit documentary evidence, accomplishment reports, or other similar Means of Verification (MOVs) to account for the utilization of the two (2) hours allotted for ancillary tasks performed outside the school premises.** School heads are enjoined to ensure faithful compliance with these issuances and to refrain from imposing additional documentation requirements that are inconsistent with the foregoing policies, while continuing to exercise appropriate supervision and monitoring in accordance with existing DepEd rules and regulations.

6. This Memorandum is issued for strict compliance. Non-observance of these guidelines shall be dealt with in accordance with existing civil service rules and DepEd policies.

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

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

DepEd Memorandum No. 291, s. 2008  
DepEd Order No. 16, s. 2009  
DepEd Order No. 005, s. 2024  
RA 4670 – Magna Carta  
CSC Resolution No. 080096  
Ancillary Work Documentation  
Teachers' Working Hours  
School Heads' Monitoring Duties



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