Regional Memorandum
No. 555, s. 2023

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

To 
Schools Division Superintendents
School Heads
All Others Concerned

1. Enclosed is a copy of the Memorandum DM-OUHROD-2023-1116 dated August 10, 2023 signed by USec. GLORIA JUMAMIL-MERCADO, Undersecretary for Human Resource and Organizational Development, DepEd Central Office, which is self-explanatory, and for information.

2. Attention is invited to the 3rd paragraph of said memorandum which states that 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 teacher;
   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 teacher over ancillary, administrative, and non-teaching tasks to the teaching personnel.

3. Immediate dissemination of and compliance with this memorandum is desired.

LOIDA N. NIDEA
Schools Division Superintendent
Officer-In-Charge
Office of the Regional Director

Incl.: As stated

ROA/P1
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.

[Signature]

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