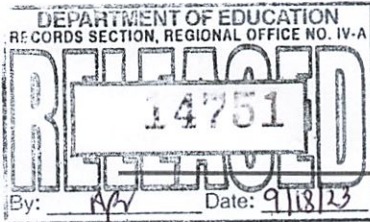




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



Personnel-RM-2023-555



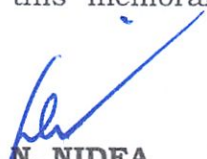
15 September 2023

**Regional Memorandum**  
**No. 555, s. 2023**

**REMINDER 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-OUHRD-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



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Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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.

[BHROD-SED/AQUINO]