



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Caraga Administrative Region
 Butuan City



October 4, 2018

REGIONAL MEMORANDUM
 No. 552 s. 2018



REINFORCING POLICIES ON TEACHERS' WELFARE

To: Schools Division Superintendents
 Asst. Schools Division Superintendents
 School Heads of Elementary & Secondary Schools

1. **On Teachers' Vacation Service Credits.** As a matter of policy, DepEd Order No. 53, s. 2003 defines teachers' vacation service credits as leave credits earned for services rendered on activities during summer or Christmas vacation or in the course of the regular school year, as authorized by the proper authority(1.b). Said service credits are used to offset absences of a teacher due to illness. To offset absences on account of illness, one (1) work day service credit is used to offset one (1) day of absence(1.c). Service credits may be granted for the following activities: a.) services rendered during registration and election days as long as these are mandated during under existing laws; (b) services rendered during calamity and rehabilitation when schools are used as evacuation centers; (c) services rendered in connection with the conduct of remedial classes during the summer or Christmas vacation or outside of regular school days; (d) services rendered in connection with early opening of the school year; (e) services rendered during school sports competitions held outside of regular school days; (f) services rendered by those who train teachers in addition to their normal teaching loads; (g) teaching overload not compensated by honoraria; (h) teaching in non-formal education classes in addition to teaching in formal education classes carrying a normal teaching load; (i) work done during regular school days if these are in addition to the normal teaching load; (j) conduct of testing activities held outside of school days; and (k) attendance/participation in special DepEd projects and activities which are short-term in duration such as English, Science and Math Mentors' training, curriculum writing workshop, planning workshop, etc., if such are held during the summer vacation or during weekends. Other rules on service credits provide that the number of days of vacation service credits granted to a teacher shall not exceed 15 work days in one year except in cases authorized by the Department Secretary upon the recommendation of the Regional Director (1.g.b). Other provisions of DepEd Order No. 53, s. 2003 shall still be in effect.
2. **On Teaching Loads.** DepEd Order No. 16, s. 2009 has added provisions to DepEd Order No. 291, s. 2008 on the Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers. Paragraph 1 of DepEd Order No. 291, s. 2008 stipulates the guidelines for the implementation of six (6) hours of actual classroom teaching of public elementary and secondary teachers and specific guidelines to be formulated at the school level for the remaining two(2) hours to complete the eight (8) hours of work. Paragraph 2 of the same order clarified the implementation of the provisions of said Issuance. To address non-compliance or different interpretations at the school level as to its correct application, the following additional guidelines/clarifications are hereby promulgated:
 - a. The six (6) hours of actual classroom teaching shall cover the full teaching load of a teacher as indicated in the class program. As described in DepEd Memorandum No. 291, s. 2008, teaching loads including advisorships and/or special assignments for the entire school year combined shall be considered as one teaching load;
 - b. One (1) load is equivalent to One (1) hour of teaching and NOT One (1) subject.
 - c. The time interval between actual classroom teaching shall be counted as part of the two (2) hours spent for teaching-related activities except lunch breaks and recess periods;
 - d. Teachers who have rendered six (6) hours of actual classroom teaching duly reflected in their daily time cards shall be deemed to have completed the required daily working hours

This is not considered undertime and must not be subjected to salary deductions by the concerned payroll services unit;

- e. The remaining two (2) hours to complete the eight (8) hours maybe spent within or outside school premises. Under paragraph 3 of the same Order, the mechanism for the remaining two (2) hours work done by teachers outside of the school premises shall be agreed upon by the principal with the teachers, parents and students, preferably through the School Governing Council, or any established mechanism for school-community partnerships. School heads shall monitor the teaching-related activities done by teachers outside school premises by using the attached forms or improved versions approved by the Schools Division Superintendent; and
- f. Vacation service credits to be granted in lieu of additional compensation or overtime pay for actual classroom teaching in excess of six (6) hours of actual classroom teaching and for work performed in excess of eight (8) hours done within the school premises, shall be exclusive of the fifteen (15) days limitation under DepEd Order No. 53, s. 2003.

3. **On Assignment of Teaching-Related Tasks.** In order to resolve the unequal distribution of workloads, the School Heads shall limit the coordinatorship assigned to the teachers as part of their teaching loads (DepEd Memo No. 291, s. 2008). School Heads shall ensure that every teacher has one (1) special assignment to complete the teaching load before giving a second assignment. In no case shall a teacher be given more than two (2) assigned tasks to complete the 6-hour teaching load requirement.
4. **On Non-Teaching-Related Clerical Jobs.** School Heads or other higher officials in the field are prohibited from delegating administrative/clerical work to the teachers as they are supposed to be in the classrooms to teach. School Heads, as far as allowed by existing guidelines, may hire administrative/clerical staff to help them with required reports to be submitted to higher authorities.
5. **On Classroom Structuring Contests.** To avoid using teachers' personal money to structure their classrooms, there shall be **no more** classroom contests; otherwise, the school must provide budget to the teachers in order to improve their classrooms. Schools shall adhere to guidelines prescribed by the **Educational Facilities Manual of 2010**.
6. **On Trainings/Seminars.** Trainings/Seminars for teachers shall be conducted during Summer/Semestral Break in order not to disrupt classes as prescribed in DepEd Order No. 9, s. 2005. In the case of school-based or school-cluster based LAC sessions, these may be held preferably on Friday afternoons. The conduct of trainings, meetings and similar school personnel gatherings during weekends, holidays, and official class suspensions is not allowed unless otherwise approved by appropriate authorities.
7. **On Assignment of Master Teachers.** Master Teachers shall be appropriately deloaded of their teaching load to allow the performance of their specific duties and responsibilities. They shall however be subject to the guidelines on 6-hour teaching load. Schools Division Superintendents are encouraged to review the deployment status of master teachers to equitably distribute master teacher positions in the division.
8. **On Rewards and Incentives.** The Rewards System for teachers is based on the guidelines under the Civil Service Commission Memorandum Circular No. 01, s. 2001 on the Program on Awards and Incentives for Service Excellence (PRAISE). All teaching and non-teaching personnel of the Department of Education shall adhere to the guidelines.
9. **On Official Forms.** The Official Forms of DepEd shall be followed. Any duplication of forms required by any higher office shall be referred to the Policy, Planning and Research Division (PPRD) or any appropriate Regional Functional Division. Teachers and other concerned personnel should not be required to accomplish forms that contain data which are already

available on file, be required to accomplish additional forms or reports that outside their official functions.

10. **On the Integrated Students Activities.** In order to apply the engaged Time-on-Task policy, and for more judicious use of funds, Integrated Students Activities (ISA) shall be instituted. As far as practicable, Schools Press Conference, Festival of Talents, Science and Math Festival and other major activities (except sports competitions) shall be conducted simultaneously. There shall be no regional level competitions where there are no national level competitions.
11. **On RPMS/PPST.** Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education is reflected in DepEd Order No. 2, s. 2015. Paragraph 5 provides for the establishment and implementation of the RPMS in all DepEd schools and offices, covering all officials and employees, school-based and non school-based, in the Department holding regular plantilla positions. It stipulates the specific mechanisms, criteria and processes for the performance target setting, monitoring, evaluation and development planning. In the area of classroom observations, team of observers is strongly discouraged where one observer is acceptable. The teacher may also be given the option to videotape or live stream the teaching process demonstration for observer/s to watch. School heads are advised to arrange a mechanism for this option by the teacher following classroom observation protocol.
12. **On IPCRF.** The IPCRF is a form where teachers reflect individual commitments and performance based on their Key Result Areas (KRAs). The KRA is the mandate or function of the office and/or individual employee/teacher. **Digital Means of Verifications (MOVs)** may be allowed to address issues on personal expense in the production of multiple copies of MOVs. The teacher however should keep the original hardcopies for future reference. MOVs that are regularly monitored by the school head throughout the school year need not be included in the year-end submission of the teacher as summary of these are expected to be in possession of the school head.
13. **On No Collection Policy.** There shall be no collection from teachers in the conduct of any DepEd activity such as celebrations, meetings, competitions, official visits and the like. For these purposes, local funds must be utilized subject to accounting rules and regulations.
14. **On the Annual Clearance.** Teachers shall not be required to accomplish Annual Clearance if he/she does not separate from the service or transfer to another station. However, for the losses of books, and other properties that are under the accountability of the teacher, he/she must comply with guidelines on relief of the accountability set by the DepED and COA.
15. **On the Annual Medical Examination.** As provided for in RA 4670, the Magna Carta for Public School Teachers, teachers shall be entitled to free annual medical examinations. Schools may use Local Funds for this purpose subject to accounting rules and regulations.
16. **On Daily Lesson Log (DLL).** School heads shall ensure adherence to the guidelines set by the Region on DLL. As the instructional leaders, school heads, however, may discuss with teachers a simplified way of meeting these requirements without compromising the real intent of the DLL. Special attention should be given to straight teaching, multi-grade teaching, ALS and FLOs.
17. **On Continuous Professional Development (CPD).** Division Offices shall provide authenticated and approved copies of the training program design from the DepEd NEAP CPD intended for teachers. Division Offices shall submit list of possible CPD proposals at DepEd C0-NEAP sixty (60) days prior to the date of the conduct of such activities.

18. **On Class Suspensions.** In times of calamity like typhoon, earthquake, etc., teachers should not be required to report to their assigned station, unless their station serves as an evacuation center. In this case, teachers may report as civilian volunteers to exercise their civic duties.
19. School Heads, Schools Division Officials, and the Regional Officials shall ensure the adherence to the policies and guidelines in this Memorandum.
20. Immediate dissemination of and strict compliance with this Memorandum by all concerned is highly desired.
21. These guidelines are to be communicated to concerned stakeholders for their information.
22. Compliance reports of all schools through the schools division offices must be submitted to this office on or before the start of the second semester of SY 2018-2019.

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FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director

Encl.: None.

References: DepEd Order No. 16, 2009
DepEd Order No. 53, s. 2003
DepEd Order No. 62, s. 2004
DepEd Order No. 16, s. 2009
DepEd Order No. 9, s. 2005
DepEd Order No. 21, s. 2006).
Civil Service Commission Memorandum Circular No. 01, s. 2001
DepEd Order No. 2, s. 2015.
RA 4670 entitled the Magna Carta for Public School Teachers

Allotment: 2 – (D.O. 50-97)

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

POLICIES	CLASSES	BENEFITS	INCENTIVES
CALAMITIES	WORKING HOURS		

clmd01/imb
10/04/18

1. Template No. 1

Monitoring Tool for Teachers Activities for two (2) hours outside school premises

Name of Teacher	Activity	Date	Remarks

2. Template No. 2

2.1 Action Plan for Ancillary Services of Teachers as part of the Teaching Load

Activity	Objectives	Time Frame	Resources	Responsible Persons	Output

Prepared by:

Teacher

2.2 Accomplishment Report forAncillary Services of Teachers as part of the Teaching Load

Activity	Objectives	Accomplishment	Percentage of Accomplishment

Prepared by:

Teacher