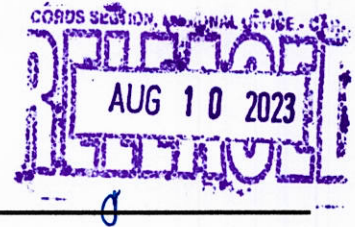




Republic of the Philippines
Department of Education
CARAGA REGION



August 9, 2023

REGIONAL MEMORANDUM

No. 0737, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

ONLINE VALIDATION OF BASELINE DATA ON THE NON-TEACHING
TASKS ASSIGNED TO TEACHERS

1. Please find attached Memorandum DM-OUHROD-2023-1003 dated July 27, 2023, signed by Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, re: Online Validation of Baseline Data on the Non-Teaching Tasks Assigned to Teachers.
2. Relative to this, an online orientation shall be conducted via MS Teams, please refer to the matrix below:

Cluster	Date / Time	Target Participants
Mindanao Cluster	August 11, 2023 1:00 PM to 4:00 PM	• Regional Planning Officer • Division Planning Officers • Participating Schools (see annex B of the Memo) – School Head and Administrative Staff or designated personnel

3. Please find attached memorandum for more information on pre-work activities, pre-registration, and downloading of the Workload Balancing Tool.
4. Immediate dissemination of and compliance with this Memorandum are desired.

MARIA INES C. ASUNCION

Director III
Officer-in-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR

FE L. ALEGADO

Chief, Finance Division

Encl/s.: As stated

Reference/s: NONE

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

DATA ORIENTATION TEACHERS WORKLOAD

PPRD/djfm
08/09/2023



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Republic of the Philippines
Department of Education

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1003

**TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM : GLORIA JUMAMIL-MERCADO
*Undersecretary
Human Resource and Organizational Development*

**SUBJECT : ONLINE VALIDATION OF BASELINE DATA ON THE NON-TEACHING
TASKS ASSIGNED TO TEACHERS**

DATE : July 27, 2023

The Department of Education (DepEd) under the **MATATAG** Agenda aims to manage teachers' workload to **give support to teachers to teach better**. To achieve this goal, it is crucial to validate the current data on the most common non-teaching tasks designated to teachers which were identified by the Planning Service in 2018.

In view of the above, the Department **endeavors to validate the baseline data on the non-teaching tasks assigned to teachers using the Workload Balancing Tool**. The collected data shall be used for the analysis of the current workload of teachers and as input for policy recommendations to govern non-teaching tasks.

In this regard, the BHROD-School Effectiveness Division (BHROD-SED), in collaboration with the Planning Service, shall conduct an **Online Orientation on the Workload Balancing Tool to select schools on August 7 and August 11, 2023**. The meeting link can be accessed through: <https://bit.ly/WBT-OnlineOrientation>.

The details of the orientation are as follows:

A. Participants and Schedule

Online orientation shall be conducted in three (3) clusters via **MS Teams** with respective dates as follows:

Cluster	Date/Time	Target Participants
1 Luzon Cluster	August 7, 2023 PM Session 1:00 PM to 4:00 PM	Per Regional Office (RO): Regional Planning Officer Per Schools Division Office (SDO): Division Planning Officer Per Participating School: School Head and administrative staff or designated personnel

2 Visayas Cluster	August 11, 2023 AM Session 8:00 AM to 11:00 AM	<u>Per Regional Office (RO):</u> Regional Planning Officer <u>Per Schools Division Office (SDO):</u> Division Planning Officer <u>Per Participating School:</u> School Head and administrative staff or designated personnel
3 Mindanao Cluster	August 11, 2023 PM Session 1:00 PM to 4:00 PM	<u>Per Regional Office (RO):</u> Regional Planning Officer <u>Per Schools Division Office (SDO):</u> Division Planning Officer <u>Per Participating School:</u> School Head and administrative staff or designated personnel

Kindly refer to the enclosed **Annex A** for the **Indicative Program Design of the Activity** and **Annex B** for the specific **List of Participating Schools**.

B. Pre-Work

To facilitate an effective and efficient online orientation, participating schools are requested to prepare their **accomplished School Form 7 (SF7)** for **SY 2022-2023** duly signed by the School Head, attested by the School Checking Committee (SCC), and validated by the Division Planning Officer.

Further, participants are also requested to download in advance the copy of the **Workload Balancing Tool** through: <https://bit.ly/WBT-template>.

C. Pre-Registration and Submission of SY 2022-2023 School Form 7 (SF7)

For confirmation of attendance and submission of the SY 2022-2023 School Form 7, please accomplish the online form through this link: <https://bit.ly/WBTConfirmation> on or before **August 4, 2023**.

For further clarifications and concerns, you may contact BHRD-SED through **8633-5397** or via email at bhrod.sed@deped.gov.ph.

For dissemination and appropriate action.

Annex A

Indicative Program Design

Date: August 7, 2023 (Luzon Cluster – PM Session)
August 11, 2023 (Visayas Cluster – AM Session)
August 11, 2023 (Mindanao Cluster – PM Session)

Resource Speaker: Mr. Jonathan F. Diche – Planning Service Office of the Director

Platform: MS Teams (<https://bit.ly/WBT-OnlineOrientation>)

Objectives:

1. To conduct orientation on the Workload Balancing Tool
2. To validate baseline data on the non-teaching tasks assigned to teachers

Time	Activity
AM SESSION 8:00 AM – 8:20 AM	Preliminary Activities Philippine National Anthem Prayer
PM SESSION 1:00 PM – 1:20 PM	Recognition of Participants Photo Opportunity Welcome Remarks
AM SESSION 8:20 AM – 8:25 AM	Activity Objectives Program Flow
PM SESSION 1:20 PM – 1:25 PM	House Norms and Reminders
AM SESSION 8:25 AM – 8:30 AM	Context and Background
PM SESSION 1:25 PM – 1:30 PM	
AM SESSION 8:30 AM – 9:30 AM	Orientation Proper
PM SESSION 1:30 PM – 2:30 PM	
AM SESSION 9:30 AM – 9:40 AM	Health Break
PM SESSION 2:30 PM – 2:40 PM	
AM SESSION 9:40 AM – 10:30 AM	Open Forum/ Hands-on Activity
PM SESSION 2:40 PM – 3:30 PM	
AM SESSION 10:30 AM – 11:00 AM	Wrapping-up and Closing Activities
PM SESSION 3:30 PM – 4:00 PM	

ANNEX B**List of Participating Schools**

No.	Level	Region	Division	BEIS School ID	School Name
1	ES	CAR	Abra	135038	Nagaparan ES
2	ES	CAR	Abra	135170	Bantay Primary School
3	SHS	CAR	Abra	305104	Tineg National High School
4	ES	CAR	Abra	135101	Likowan PS
5	ES	CAR	Benguet	135470	Bekes ES
6	JHS	CAR	Benguet	305125	Alejo M. Pacalso Memorial National High School
7	ES	CAR	Benguet	135542	Asokong Pacso ES
8	JHS	CAR	Benguet	318904	Tuba Central NHS
9	JHS	CAR	Benguet	305162	Tublay School of Home Industries
10	ES	CAR	Ifugao	135897	Bliss ES
11	JHS	CAR	Ifugao	305183	Lawig NHS (Main)
12	ES	CAR	Ifugao	135933	Mayban PS
13	ES	CAR	Kalinga	136066	Anonang Elementary School
14	ES	CAR	Mt. Province	136269	Butac Elementary School
15	JHS	CAR	Mt. Province	319202	San Rafael National High School
16	ES	CAR	Mt. Province	136319	Gayang Elementary School
17	ES	CARAGA	Agusan del Norte	131457	Ambacon ES
18	SHS	CARAGA	Agusan del Norte	304679	Durian National High School
19	JHS	CARAGA	Agusan del Norte	304691	Magallanes National High School
20	ES	CARAGA	Agusan del Sur	131665	West Bunawan Central Elementary School
21	ES	CARAGA	Agusan del Sur	131694	Tag-anahaw Elementary School
22	SHS	CARAGA	Agusan del Sur	317441	Salug Nhs
23	ES	CARAGA	Agusan del Sur	131735	Moto ES
24	ES	CARAGA	Agusan del Sur	131779	Lucena ES
25	SHS	CARAGA	Agusan del Sur	317403	Lapinigan NHS - New Visayas Ext.
26	ES	CARAGA	Agusan del Sur	131833	Alegria Elementary School
27	ES	CARAGA	Agusan del Sur	131965	Santiago ES
28	ES	CARAGA	Bayugan City	131613	Villa Ondayon ES
29	JHS	CARAGA	Bayugan City	317417	Berseba Natonal High School

30	ES	CARAGA	Bislig City	132834	Mangagoy East Elementary School
31	ES	CARAGA	Butuan City	500318	Riverside Integrated School
32	ES	CARAGA	Butuan City	132075	Lemon ES
33	ES	CARAGA	Butuan City	501571	Maon Integrated School
34	JHS	CARAGA	Butuan City	304766	Lumbocan National High School
35	ES	CARAGA	Dinagat Island	132365	Maatas Elementary School
36	ES	CARAGA	Dinagat Island	132392	Bagumbayan Elementary School
37	ES	CARAGA	Dinagat Island	132394	Cab-ilan Elementary School
38	ES	CARAGA	Siargao	132181	Caridad Elementary School
39	ES	CARAGA	Siargao	132188	Mabini Elementary School
40	SHS	CARAGA	Surigao City	317701	Taft National High School
41	ES	CARAGA	Surigao City	132285	Tomas Florya Eder Memorial Elementary School
42	SHS	CARAGA	Surigao City	340383	Cabrera-Altres National High School
43	ES	CARAGA	Surigao del Norte	214008	Boyobanwa
44	ES	CARAGA	Surigao del Sur	132650	Mat-e Elementary School
45	ES	CARAGA	Surigao del Sur	214510	Eusebio Josol Sr. Elementary School
46	ES	CARAGA	Surigao del Sur	132746	Roxas Elementary School
47	ES	CARAGA	Surigao del Sur	132767	Sibahay Elementary School
48	ES	CARAGA	Surigao del Sur	214532	Menong Elementary School of Living Tradition
49	JHS	CARAGA	Surigao del Sur	317946	Angga A. Maca Tribal National High School
50	ES	CARAGA	Surigao del Sur	132921	Sta.Juana Central Elementary School
51	ES	NCR	Makati City	136694	Fort Bonifacio ES
52	JHS	NCR	Makati City	305406	Makati High School
53	SHS	NCR	Makati City	305410	Makati West HS (Makati Science HS)
54	JHS	NCR	Makati City	305411	Fort Bonifacio HS
55	ES	NCR	Malabon City	136843	Dela Paz ES