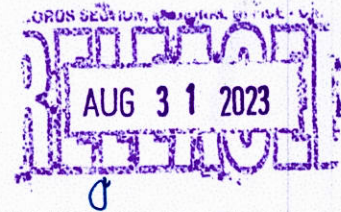




Republic of the Philippines
Department of Education
CARAGA REGION



August 30, 2023

REGIONAL MEMORANDUM

No. 0803, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

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

1. In reference to the Memorandum DM-OUHROD-2023-1116 dated August 10, 2023, titled Reminder on the Working Hours and Workload of the Teaching Personnel for School Year (SY) 2023-2024, the field is hereby informed that the Republic Act 4670 or Magna Carta for Public School Teachers provides the basis for teaching hours.
2. 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.
3. Enclosed hereto is a copy of DM-OUHROD-2023-1116 for your guidance.
4. For widest dissemination and compliance.

MARIA INES C. ASUNCION
Director – III
Officer-in-Charge
Office of the Regional Director

Encl/s.: As stated.

Reference/s: As stated.

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

CLASSES

SERVICE

TEACHING LOAD

HRDD/tgc
08/30/2023



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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]