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June 4, 2018

DIVISION MEMORANDUM
 No. 22/S., 2018

REITERATION ON CSC AND DEPED POLICIES ON LOADING AND ASSIGNMENTS OF PUBLIC SCHOOL TEACHERS AND CHECKING OF CLASS PROGRAMS

To: OIC-ASDSs/ SDO Chiefs/ Education Program Supervisors/ Public Schools District Supervisors
 Principals of Public Elementary and Secondary Schools/Administrative Officer VI/ All Concerned

1. This Office is reiterating the directives of Civil Service Commission and DepEd policies on the actual classroom teaching and working hours of public school teachers as contained in DepEd Memorandum No. 291, s. 2008 entitled "Guidelines for the Implementation of CSC Resolution No. 0800096 and DepEd Order No. 16, s. 2009," on the six hours of actual teaching of teachers."
2. Provisions in the Division Memorandum No. 200, s. 2017 shall be modified this year due to the existence of many items given in the field. Examples of these are as follows:
 - a. Head Teachers, who assist the principals in the management of schools and their learning areas, shall not be given teaching loads this year.
 - b. Master Teachers' maximum loads of six (6) hours shall still be in effect this year. The six hours of actual teaching shall be reduced only, if the Master Teachers have other special assignments like advisorship, and the conduct of Instructional Supervision.
 - c. For Senior High School, Master Teachers designated as Subject Group Heads shall be given at least three (3) and not more than five (5) teaching loads alongside their supervisory work as stipulated in DepEd Order No. 19, s. 2018.
3. The number of students per section can also be reduced to answer the under loading problem of teachers, instead of 45 maximum number for the intermediate to 35-40, to ensure quality of instruction and engagement of learners.
4. In loading teachers' teaching assignments, the following may be considered, which will also be the basis for the checking of teachers' class programs. An aggregate of six hours/ six loads must be the teaching assignments per teacher, EXCEPT, those mentioned in the beginning of the memorandum.

Subject	Assignment	No. of Load
English	School Paper Adviser	1 load
	Remedial Reading Teacher	.5 load if conducted once or 2x a week
	Coordinator 1 hour teaching	.5 load 1 load
Filipino	School Paper Adviser	1 load
	Remedial Reading Teacher	.5 load if conducted once or 2x a week
	Coordinator 1 hour teaching	.5 load 1 load
EsP	Guidance Counselor	1 load
	Youth Development Session must be included in the teaching schedule YDS coordinator 1 hour teaching	.5 load 1 load
MAPEH	1 leader/component	.5 load (for big schools)
	CAT Coordinator	.5 load
	SPS Focal person	.5 load
	Sports coordinator	.5 load
	If MAPEH leader for small school	1 load

	1 hour teaching	1 load
Araling Panlipunan	Leader/coordinator SSG +SPG coordinator GAD coordinator 1 hour teaching	.5 load .5 load .5 load 1 load
Math	Coordinator 1 hour teaching	.5 load 1 load
Science	SSES/SSC coordinator/YES-O coordinator/Science Club coordinator 1 hour teaching	.5 load 1 load
T.L.E.	Canteen manager (school managed canteen) TLE/Home Economics/ I.A./ A.A. coordinator ICT coordinator (N.B. Please consider the 2 hrs. of teaching of TLE/H.E. teachers to maximize application of concepts.)	1 load .5 load 2 loads
Others	LIS Coordinator Property Custodian Adopt A School Coordinator Functional Library- Librarian BAC Chairman Brigada Eskwela Coordinator BSP/GSP Coordinator DRRM Coordinator	1 load 1 load 1 load 1 load .5 load .5 load .5 load .5 load

5. The following supervisors are in-charge in checking the class programs and loading of teachers:
- Cluster 1- Rosalin S. Muli, Ed. D.
 - Cluster 2- Leandro C. Canlas, Ph.D.
 - Cluster 3- Paz I. Canlas
 - Cluster 4- Mary Anne Bernadette M. Samson & Jane D. Valencia, Ed. D.
 - Cluster 5- Ruel F. Bondoc
 - Cluster 6- Maria Carmen M. Evangelista
 - Cluster 7- Cherry G. Vinluan, Ed. D.

However, for the elementary level, the Public Schools District Supervisors (PSDSs), are accountable in checking the class programs of their schools within their districts. It is hereby requested, that sectorial managers facilitate the correctness of the individual class program, general class program and loading of teachers prior to the submission to the Assistant Schools Division Superintendent and Schools Division Superintendent.

6. Submission for the school's class program, general class program and teacher's individual program is set on June 18, 2018 at the CID Lower House. Principals are hereby required to comply with the checking of class programs to the assigned supervisors prior to the approval of the superintendent.

7. Please use Arial font size 10 in the preparation of report to be prepared by the Master Teacher/ Head Teacher or Teacher – In – Charge. The Recommending Approval is the Principal and the Approved is for the Superintendent. The EPS/PSDS/ASDS will only initial at the bottom of the Schools Division Superintendent's designation to minimize the signatories in the said report.

8. Widest dissemination of the contents of the Memorandum to all concerned is earnestly desired.

LEONARDO D. ZAPANTA, Ed.D., CESO VI

Schools Division Superintendent



CID-CHF