



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

September 12, 2023

**SCHOOLS DIVISION MEMORANDUM**

No. 342, s. 2023

**SUBMISSION OF TEACHERS' INDIVIDUAL PROGRAM**

To: Assistant Schools Division Superintendent  
CID and SGOD Chief Education Supervisors  
Public Elementary and Secondary Schoolheads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 446, s. 2023 titled Reminder on the Working Hours and Workload of the Teaching Personnel for School Year 2023-2024, this Office announces the submission of Teachers' Individual Program on or before September 15, 2023.
2. In preparing the said program, the following provisions of the Memorandum DM-OUHROD-2023-1116 dated August 10, 2023 shall be observed:
  - 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. The program shall contain the teachers' load per day and their coordinatorship and other ancillary services. Teachers' coordinatorship and other ancillary services ( 1 or more) shall be given 1 hour teacher's load. Teachers' load like the subject, Grade level, and section must be indicated in the program.
4. This Office reiterates the guidelines on working hours of public school teachers per DepEd Memorandum No. 291, s. 2008 dated June 13, 2008 and CSC Resolution No. 080096, to wit:
  - a. public school teachers are not exempt from the eight-hour workday;
  - b. actual classroom teaching shall not exceed six (6) hours a day; and
  - c. the remaining two (2) hours of work to complete the required eight-hour workday may be spent within or outside the school premises.
5. It is also reiterated that, based on DepEd Order 16, s. 2009, the mechanism for the additional two (2) hours works done by teachers outside the school premises shall be agreed upon by the schoolheads with the teachers, parents and students, preferably through the School Governing Council or any established mechanism for school-community partnership. The schoolheads shall submit a written report to the Civil Service Commission





Republic of the Philippines

## Department of Education

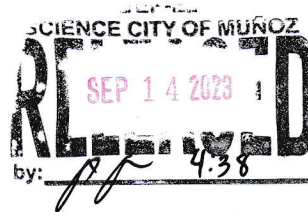
REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

(CSC), concerned COA Auditor and this Schools Division Office to monitor and validate the compliance of the agreed scheme of implementation.

6. Enclosed are the template of the program and the said Regional Memorandum for the information and guidance of all concerned.
7. For queries, please communicate with Dr. Larry B. Espiritu, CID Chief ES, through his messenger and/ or cellphone number 09171869854.
8. Wide dissemination of this Memorandum is earnestly desired.

  
**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure to Schools Division Memorandum No. 342, s. 2023

**TEACHER'S INDIVIDUAL PROGRAM**  
 Elementary/Secondary Level  
 SY 2023-2024

Name of Teacher: \_\_\_\_\_

Time	Day				
	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:20	(ex. 4-Sampaguita English)				
9:20-10:10	Vacant time				
12:00-1:00	Lunch break				
3:00-4:00	Advisory				
4:00-5:00	Coordinatorship/ Ancillary Services				
Total No. of Hours and Minutes					

Prepared by:

Conformed:

\_\_\_\_\_  
Schoolhead

\_\_\_\_\_  
Teacher

Reviewed by:

**LARRY B. ESPIRITU PhD**  
CID Chief ES

Recommending Approval:

Approved:

**ERLEO T. VILLAROS PhD**  
Officer-in-Charge  
Assistant Schools Division Superintendent

**JOHANNA N. GERVAICIO PhD, CESO V**  
Schools Division Superintendent



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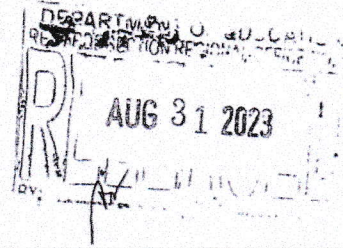
Address: Brgy. Rizal, Science City of Muñoz, 3119







Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON



**REGIONAL MEMORANDUM**

No. 446, s. 2023

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

To: Assistant Regional Director  
Schools Division Superintendents  
Heads of Public Elementary, Junior High, and Senior High Schools  
All Others Concerned

1. Please find attached copy of Memorandum DM-OUHROD-2023-1116 dated August 10, 2023 providing reminder on the working hours and workload of teaching personnel for School Year 2023-2024.
2. Salient provision of the said Memorandum, states, "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. Accordingly, Schools Division Offices (SDO) shall ensure the observance of these policies by all heads of public schools within the SDOs area of jurisdiction.
4. Regional and SDO officials shall include in their school visits, the monitoring of the observance of these policies. School Heads found to be non-complying shall be given appropriate technical assistance.
5. For information, guidance and compliance.

*MW*  
**MAY B. ECLAR, PhD, CESO III**  
*ME*  
Regional Director

/AOI



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