



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

8 August 2024

SCHOOLS DIVISION MEMORANDUM
No. 268, s. 2024

**SUBMISSION OF SCHOOL CLASS PROGRAM, LIST OF TEACHERS
DESIGNATED TO PERFORM TEACHING-RELATED ASSIGNMENTS AND E -SF7**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Schoolheads, Public Elementary/Integrated/ Secondary Schools
All Others Concerned

1. In reference to DepEd Order 5, s. 2024, titled, “Rationalization of Teacher’s Workload in Public Schools and Payment of Teaching Overload”, this Office through the School Governance and Operations Division (SGOD), reiterates the roles and responsibilities of schoolheads, as follows:
 - a. Exercise fair, reasonable, and equitable distribution of teaching workload and overload, teaching-related assignments, and other workload of teachers using eSF7, consistent with DepEd rules and regulations.
 - b. In cases of teaching overload, consider the specialization requirements, when assigning additional teaching loads.
 - c. Continuously provide opportunities for teachers to develop professionally.
 - d. Ensure strict compliance with the prescribed workload of teachers using eSF7.
 - e. Strengthen monitoring and evaluation of the implementation of DO 5, s. 2024.
2. In designating teaching-related assignments, the following provisions of DepEd Order 5, s. 2024 are hereby reiterated:
 - a. Only the following teaching-related assignments may be designated to teachers, PROVIDED, developmental programs are included in the SIP.
 - School Coordinator: Reading/Literacy/Numeracy, Research, Special Needs Education (SNED), ICT, Guidance and Advocacy, Inclusive Education
 - Trainer/Adviser: School Paper, Sports Development Program, SELG/SSLG
 - Chairmanship: Grade Level and Learning Area
 - b. Schoolheads shall consider the specialization of teachers who shall be assigned, along with their respective workloads. Teachers with less than six (6) hours of teaching load shall be prioritized in the designation of teaching-related assignments.



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- c. School shall prepare a list of teachers designated to perform teaching-related assignments and submit the same to the Office of the Schools Division Superintendent for approval.
3. In the preparation of the e-SF7, school heads are reminded of the following:
 - a. DepEd Memorandum 52, s. 2023, titled, Adoption of the DepEd Electronic School Form 7 (eSF7), stipulates that the accomplishment of eSF7 is the primary responsibility and accountability of the school heads.
 - b. DepEd Memorandum DM-OUHROD-2024-1436 provides the general process flow and data gathering and report generation. Information, communication and education materials on e-SF7 can be accessed through the link: **<https://bit.ly/eSF7>**.
4. Relative to the foregoing, all public schools are instructed to submit the following documents on or before the specified date of submission.
 - Signed hard copy of school class program August 16, 2024
 - List of teachers designated to perform teaching-related assignment August 16, 2024
 - E-SF 7 (excel file and signed PDF) August 23, 2024
5. Address the submission to the Schools Division Superintendent, Attention to: Dr. Bernardo A. Gargabite, Chief ES – SGOD.
6. Enclosed to this Memorandum is the template for the Designation Order For Teaching-Related Assignments.
7. Immediate and wide dissemination of this Memorandum is enjoined.




JOHANN R. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: As stated

Reference:

To be indicated in the Perpetual Index

Under the following subjects:

COMPLIANCE WITH POLICY GUIDELINES

MONITORING AND EVALUATION

WWP/SGOD : *Submission of School Class Programs, List of Designated teaching-Related Assignments and E-SF7*
11/August 8, 2024




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Enclosure No. 1 to the Schools Division Memorandum No. 268, s. 2024

DESIGNATION ORDER FOR TEACHING-RELATED ASSIGNMENTS

After careful consideration and assessment of the qualifications, competencies, and current teaching workloads of the teachers in our school, the following personnel have been designated for specific teaching-related assignments. They have been identified as the best fit to carry out the roles and responsibilities associated with their designated assignments. These teaching-related assignments have been duly concurred by the teachers concerned.

Teaching Related Assignment	Name of Personnel	Position	Major / Specialization	Duties and Responsibilities

In view hereof, may I request for the approval of the teachers' teaching-related assignments so that they can commence to perform their duties and responsibilities. Your approval will enable us to proceed with the necessary preparations and ensure a smooth transition into their assignment.

Prepared by:

School Head

Reviewed by:

LARRY B. ESPIRITU, PhD
Chief ES – CID

BERNARDO A. GARGABITE, EdD
Chief ES – SGOD

Recommending Approval:

Approved:

RONILO E. HILARIO, CESO V
CESO V Asst. Schools Division Superintendent
Superintendent

JOHANNA N. GERVACIO PhD,
Schools Division



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