



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

August 31, 2023

Division Memorandum
No. 268, s. 2023

**REITERATION ON THE WORKING HOURS AND WORKLOAD OF THE
TEACHING PERSONNEL FOR SCHOOL YEAR 2023- 2024**

TO: PSDSs and PICDs
School Heads, Public Elementary and Secondary Schools
All Others Concerned

1. In reference to Memorandum DM-OUHROD-2023-1116 titled, *Reminder on the Working Hours and Workload of the Teaching Personnel for School Year (SY) 2023-2024*, this office reiterates and emphasizes the provision from RA 4670 or the Magna Carta for Public School Teachers and CSC Resolution No. 080096.
2. As such, except where exigencies of service so require, the Public Elementary, Junior High and Senior High Schools of this division 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 **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. Widest dissemination of this memorandum is desired

ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent

Encl.: As stated

DICMC/nret/ Working Hours and Workload of Teaching Personnel for SY 2023- 2024
DM _____-2023/ 08312023



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For reference



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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 SUMAMIL-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.