



Republic of the Philippines

Department of Education

MIMAROPA REGION

SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division  
Superintendent

October 3, 2022

**DIVISION MEMORANDUM**

No. 000368, s. 2022

**REQUIRED TEACHING LOADS OF MASTER TEACHERS  
AND HEAD TEACHERS/DEPARTMENT HEADS**

To : OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Division Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. With the desire to identify the bottlenecks, lags, issues and concerns (BLICs) of the districts and schools and provide technical assistance, this Office conducted series of Focus Group Discussions participated in by Public Schools District Supervisors and Elementary and Secondary School Heads.

2. Relative to this, the findings include that a number of Master Teachers were not given full teaching loads, instead more teaching loads were given to regular teachers and locally-paid teachers. In addition to this, Head Teachers and Principals do not have teaching loads.

3. In view hereof, this Office is directing all concerned to comply strictly with the provisions of DECS Order No. 39, s. 1990 relative to the giving of teaching loads to Master Teachers, Head Teachers, Principals and/or Special Teachers, particularly paragraph 7, quoted hereunder:

*"7. Other non-academic teachers shall now be involved in actual teaching as follows:*

*a. All teachers on detail in non-DECS and DECS offices shall be recalled and given corresponding teaching loads.*

CID/RPG



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*[Handwritten signatures]*

**b. Special teachers, head teachers and Principals I shall also be assigned teaching loads as follows:**

- (1) Librarian, canteen teachers, guidance and property custodians in a school with student populace of 2,000 and above shall not be given teaching loads. All the rest should be given at least 2 and not beyond 4 teaching loads.
- (2) School and/or district coordinators should be given corresponding teaching loads of at least 2 and not more than 4 loads.
- (3) **Elementary/secondary school head teachers and department heads and secondary and elementary school principals I should be given 2-4 teaching loads if they handle less than 14 teachers.**
- (4) **All Master Teachers I and II be given full teaching loads, except those with special projects or researches, in which case a minimum of 4 teaching loads be given.**

4. It may be added in this connection that Item 3.b. of DepED Memorandum No. 291, s. 2008-Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers states that,

*3. In view hereof, the following general guidelines shall be observed in all public elementary and secondary schools:*

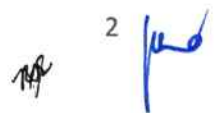
- a. *Public school teachers shall render at most six (6) hours of actual classroom teaching a day, except when undertaking academic activities that require presence outside the school premises, i.e. educational trips;*
- b. *School heads shall assign teaching loads to public school teachers to fully utilize the six (6) hour actual classroom teaching, i.e. six teaching loads at one hour per teaching load, with due regard for possible teaching intervals;*

**All advisorship and/or special assignments for the entire school year combined shall be considered as one teaching load.**

5. Part 6.0 -Specific Guidelines for School-Managed Canteens of DO 8, s. 2007 Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools states that,

*6.0 -Specific Guidelines for School-Managed Canteens*

**6.1. The school head/principal shall issue a written designation to a Home Economics teacher who shall be the Canteen Teacher. He/She is tasked to supervise canteen operations for a period not exceeding three (3) hours per day which is equivalent for a period not exceeding three (3) hours per day which is equivalent to four (4) EPP teaching periods. The rest of the required number of hours in a day's load shall be spent in actual teaching. In no case shall he/she be totally stripped/deprived of academic teaching load.**





***The Canteen Teacher shall be assisted by all Home Economics Teachers on rotation basis, the schedule of which shall be prepared by the school head/principal or his/her authorized representative.***

6. Attention is hereby invited to the last statement of Item 1 of DECS Order No. 50, s. 1994-Guidelines for Teaching Assignments in the Intermediate Grades which states that, ***"1. No departmentalization shall be undertaken for Grades I-IV under any circumstances."***

7. For information and strict compliance.



**LYNN G. MENDOZA, EdD**

Assistant Schools Division Superintendent  
Officer-in-Charge   
Office of the Schools Division Superintendent 

Encl: None

References: DECS Order No. 39, s. 1990  
DECS Order No. 50, s. 1994  
DO 8, s. 2007  
DM No. 291, s. 2008

To be indicated in the Perpetual Index  
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