



DepEd-Division of Catanduanes
RECORDS SECTION

RELEASED

BY: [Signature] No: 516
DATE: JUN 18 2025

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

June 17, 2025

DIVISION MEMORANDUM
NO. 516 s. 2025

**REITERATION AND COMPLIANCE WITH DEPED MEMORANDUM NO. DM-
OSEC-OUHROD-2025-002 AND REGIONAL MEMORANDUM NO. 00734 s. 2025
ON THE ASSIGNMENT OF TEACHING LOAD TO TEACHERS**

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teachers
All Others Concerned

1. Pursuant to DepEd Memorandum No. DM-OSEC-OUHROD-2025-002, titled "*Additional Guidance on the Assignment of Teaching Load to Teachers*" and in reference to Regional Memorandum No. 00734, s. 2025, this Office reiterates the importance of proper implementation of policies concerning the equitable assignment of teaching loads in all public schools.
2. In line with efforts to strengthen foundational literacy and numeracy skills, priority must be given to assigning Master Teachers to handle Key Stage 1 (Grades 1 to 3), where early intervention is most critical. This is to ensure that our learners receive quality instruction from teachers with proven expertise and experience in early grade instruction, in support of learning recovery and improved reading outcomes.
3. In this regard, school heads are directed to review and ensure that current teaching assignments in their schools comply with the guidelines stated in the said memoranda. Adjustments, if needed, must be made without delay to protect teacher welfare and promote quality instruction.
4. Attached for reference are copies of the DepEd and Regional Memoranda.
5. For immediate dissemination and strict compliance.

CECILE C. FERRO CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent

CID/glc
6/17/2025



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Republic of the Philippines
Department of Education
REGION V - BICOL



11 Jun 2025

REGIONAL MEMORANDUM

No. 00734, s. 2025

DISSEMINATION OF MEMORANDUM DM-OSEC-OUHROD-2025-0002
(Additional Guidance on the Assignment of Teaching Load to Teachers)

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is a copy of Memorandum DM-OSEC-OUHROD-2025-0002, dated June 4, 2025, issued by Atty. Fatima Lipp D. Panontongan, Undersecretary and Chief of Staff of the Office of the Secretary, and Undersecretary Wilfredo E. Cabral of the Office of the Undersecretary for Human Resource and Organizational Development. This Memorandum provides additional guidance on the proper assignment of teaching loads to teachers.
2. In line with this, all Schools Division Offices (SDOs) are directed to adhere to the parameters indicated in the memorandum and establish appropriate monitoring mechanisms to ensure consistent compliance by School Heads in the distribution of teaching loads.
3. Additionally, SDOs are reminded to prioritize the hiring of teachers based on the specific specialization needs of schools. The Administrative Division-Personnel Unit is instructed to include the required specializations in the call for applications and the publication of vacancies.
4. For further concerns or questions, please coordinate with the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) via email at bhrod.sed@deped.gov.ph or through the landline at (02) 8633-5397.
5. For information, guidance, and strict compliance.

GILBERT T. SADSAD
Regional Director

AD-PS/matb
06/11/2025



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Telephone Nos.: 0969 516 9555
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DEPED V BICOL REGION

From: Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) <usec.hrod@deped.gov.ph>
Sent: Tuesday, 10 June 2025 2:15 pm
To: DEPED I ILOCOS REGION; DEPED II CAGAYAN VALLEY; DEPED III CENTRAL LUZON; DEPED REGION IV-A CALABARZON; MIMAROPA REGION; DEPED V BICOL REGION; DepEd VI Western Visayas; DepEd Region VII Central Visayas; REGION VIII EASTERN VISAYAS; DEPED IX ZAMBOANGA PENINSULA; DEPED X NORTHERN MINDANAO; DEPED XI DAVAO REGION; DEPED XII SOCCSKSARGEN; DEPED REGION XIII CARAGA; DEPED CORDILLERA ADMINISTRATIVE REGION; DEPED NATIONAL CAPITAL REGION; Tolentino Aquino; Benjamin Paragas; Ronnie Mallari; Alberto Escobarte; Nicolas Capulong; Gilbert Sadsad; Ramir Uytico; Salustiano Jimenez; Evelyn Fetalvero; Ruth Fuentes; Arturo Bayocot; Allan Farnazo; Carlito Rocafort; Asuncion Maria Ines; Estela Carino; Jocelyn Andaya
Cc: BHROD School Effectiveness Division; Adrian Conti; Bureau of Human Resources and Organizational Development Office of the Director; Office of the Secretary; Fatima Panontongan; Wilfredo Cabral; Rachel Malate; MOHAMMAD KHALID GUNTING; Janzen Alarcio
Subject: [DM-OSEC-OUHROD-2025-0002] ADDITIONAL GUIDANCE ON THE ASSIGNMENT OF TEACHING LOAD TO TEACHERS
Attachments: DM-OSEC-OUHROD-2025-0002 ADDITIONAL GUIDANCE ON THE ASSIGNMENT OF TEACHING LOAD TO TEACHERS.pdf

Dear **Regional Directors, Schools Division Superintendents, and School Heads:**

All concerned field officials are directed to observe the following parameters as additional guidance on the assignment of teaching load:

1. Prioritize **Master Teachers** in handling **Key Stage 1 (Kinder-Grade 3)** to maximize their competencies for the foundational years of learners.
2. Teachers shall be assigned to **teach in their area of specialization** based on their educational attainment, relevant training and experience, and professional teaching license. For education unit earners, they should follow the Professional Regulation Commission (PRC) Taxonomy in determining their area of specialization.
3. Teachers should be assigned to the learning areas and/or grade levels for which they have received **relevant training**.

The Schools Division Offices (SDOs), through the Curriculum Implementation Division (CID), shall establish monitoring mechanisms to ensure that the abovementioned parameters are consistently observed by School Heads in the distribution of teaching load:

1. Ensure the accuracy of the declared area of specialization of teachers in the electronic School Form 7 (eSF7).
2. Conduct a regular audit of teaching load using the eSF7 or similar tools to ensure that teachers are handling learning areas aligned with their licenses and training.

In addition, SDOs shall continue to prioritize hiring based on the needed specialization of schools. The Administrative Section–Personnel Unit shall include these required specializations during the call for applications and publication of vacancies.

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397.

For strict compliance.



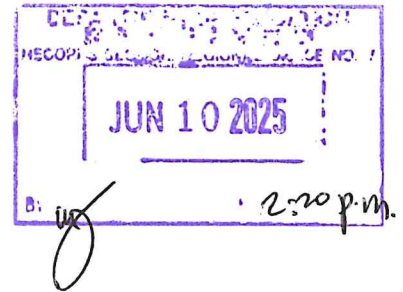
Office of the Undersecretary for Human Resource
and Organizational Development (OUHROD)
Tel. No.: (02)8633-7206 | Telefax No.: (02) 8631-8494
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Ave., Pasig City 1600
www.deped.gov.ph

Please help us in improving our service by answering our survey
form: <https://forms.office.com/r/0S5c5wG5sQ>

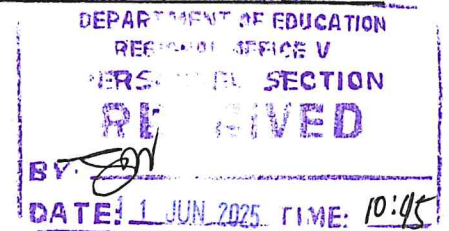
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Republika ng Pilipinas
Department of Education
OFFICE OF THE SECRETARY



MEMORANDUM
DM-OSEC-OUHROD-2025- 0002



FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS

ATTENTION : CURRICULUM IMPLEMENTATION DIVISION

FROM : ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff

WILFREDO E. CABRAL
*Undersecretary for Human Resource and
Organizational Development*

**SUBJECT : ADDITIONAL GUIDANCE ON THE ASSIGNMENT OF TEACHING
LOAD TO TEACHERS**

DATE : June 4, 2025

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