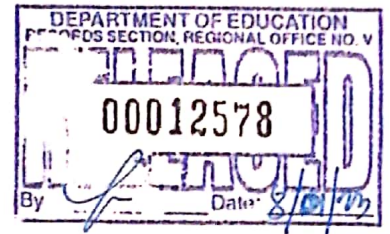




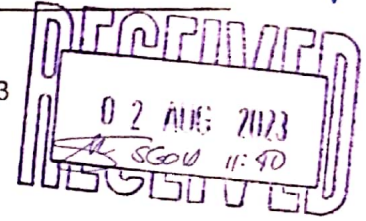
Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



**Office of the Regional Director**

July 31, 2023

REGIONAL MEMORANDUM  
 No. 314, s. 2023



**DISSEMINATION OF MEMORANDUM DM-OUHROD-2023-1003 ENTITLED:  
 ONLINE VALIDATION OF BASELINE DATA ON THE NON-TEACHING  
 TASKS ASSIGNED TO TEACHERS**

To : Assistant Regional Director  
 Schools Division Superintendents  
 Chiefs of Functional Divisions  
 All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of the Memorandum DM-OUHROD-2023-1003 entitled: "Online Validation of Baseline Data on the Non-teaching Tasks Assigned to Teachers."
2. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**GILBERT T. SADSAD**  
 Regional Director

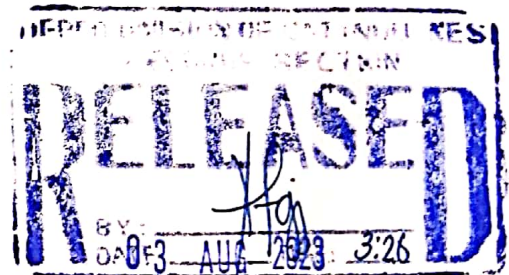
Encl: As stated

Ref: Memorandum DM-OUHROD-2023-1003 dated July 27, 2023

To be indicated in the Perpetual Index  
 under the following subjects:

DATA  
 TOOL  
 TEACHERS  
 WORKLOAD

PPRD/msc  
 07/31/2023



August 2, 2023


To: School Heads and Administrative Staff or  
 Designated Personnel  
**Cabugao IS, Panganiban NHS, Ananong ES,  
 Talisoy ES, and Antipolo NNHS**

Please participate/join the Online Orientation on the Workload Balancing Tool to be conducted by the BHROD-SED on **August 7, 2023 1:00 PM to 4:00 PM.**

Participants are requested to have a pre-work, confirm the attendance and submit SY 2022-2023 School Form 7.

For information, guidance, and compliance.

By the Authority of the Schools Division Superintendent

  
**MA. LUISA T. DELA ROSA**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge




Republic of the Philippines  
**Department of Education**

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1003

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL PLANNING OFFICERS  
DIVISION PLANNING OFFICERS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

**FROM :**   
GLORIA JUMAMIL-MERCADO  
Undersecretary  
Human Resource and Organizational Development

**SUBJECT :** ONLINE VALIDATION OF BASELINE DATA ON THE NON-TEACHING TASKS ASSIGNED TO TEACHERS

**DATE :** July 27, 2023

The Department of Education (DepEd) under the **MATATAG** Agenda aims to manage teachers' workload to *give support to teachers to teach better*. To achieve this goal, it is crucial to validate the current data on the most common non-teaching tasks designated to teachers which were identified by the Planning Service in 2018.

In view of the above, the Department **endeavors to validate the baseline data on the non-teaching tasks assigned to teachers using the Workload Balancing Tool**. The collected data shall be used for the analysis of the current workload of teachers and as input for policy recommendations to govern non-teaching tasks.

In this regard, the BHROD-School Effectiveness Division (BHROD-SED), in collaboration with the Planning Service, shall conduct an **Online Orientation on the Workload Balancing Tool to select schools on August 7 and August 11, 2023**. The meeting link can be accessed through: <https://bit.ly/WBT-OnlineOrientation>.

The details of the orientation are as follows:

**A. Participants and Schedule**

Online orientation shall be conducted in three (3) clusters via **MS Teams** with respective dates as follows:

Cluster	Date/Time	Target Participants
1 Luzon Cluster	August 7, 2023 PM Session 1:00 PM to 4:00 PM	<b>Per Regional Office (RO):</b> Regional Planning Officer  <b>Per Schools Division Office (SDO):</b> Division Planning Officer  <b>Per Participating School:</b> School Head and administrative staff or designated personnel



<p>2 Visayas Cluster</p>	<p><b>August 11, 2023</b> AM Session 8:00 AM to 11:00 AM</p>	<p><b><u>Per Regional Office (RO):</u></b> Regional Planning Officer</p> <p><b><u>Per Schools Division Office (SDO):</u></b> Division Planning Officer</p> <p><b><u>Per Participating School:</u></b> School Head and administrative staff or designated personnel</p>
<p>3 Mindanao Cluster</p>	<p><b>August 11, 2023</b> PM Session 1:00 PM to 4:00 PM</p>	<p><b><u>Per Regional Office (RO):</u></b> Regional Planning Officer</p> <p><b><u>Per Schools Division Office (SDO):</u></b> Division Planning Officer</p> <p><b><u>Per Participating School:</u></b> School Head and administrative staff or designated personnel</p>

Kindly refer to the enclosed **Annex A** for the *Indicative Program Design of the Activity* and **Annex B** for the specific *List of Participating Schools*.

**B. Pre-Work**

To facilitate an effective and efficient online orientation, participating schools are requested to prepare their **accomplished School Form 7 (SF7)** for **SY 2022-2023** duly signed by the School Head, attested by the School Checking Committee (SCC), and validated by the Division Planning Officer.

Further, participants are also requested to download in advance the copy of the **Workload Balancing Tool** through: <https://bit.ly/WBT-template>.

**C. Pre-Registration and Submission of SY 2022-2023 School Form 7 (SF7)**

For confirmation of attendance and submission of the SY 2022-2023 School Form 7, please accomplish the online form through this link: <https://bit.ly/WBTConfirmation> on or before **August 4, 2023**.

For further clarifications and concerns, you may contact BHRD-SED through **8633-5397** or via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

*For dissemination and appropriate action.*

## Annex A

### Indicative Program Design

**Date:** August 7, 2023 (Luzon Cluster – PM Session)  
August 11, 2023 (Visayas Cluster – AM Session)  
August 11, 2023 (Mindanao Cluster – PM Session)

**Resource Speaker:** Mr. Jonathan F. Diche – Planning Service Office of the Director  
**Platform:** MS Teams (<https://bit.ly/WBT-OnlineOrientation>)

#### Objectives:

1. To conduct orientation on the Workload Balancing Tool
2. To validate baseline data on the non-teaching tasks assigned to teachers

Time	Activity
<b>AM SESSION</b> 8:00 AM – 8:20 AM	Preliminary Activities Philippine National Anthem Prayer
<b>PM SESSION</b> 1:00 PM – 1:20 PM	Recognition of Participants Photo Opportunity Welcome Remarks
<b>AM SESSION</b> 8:20 AM – 8:25 AM	Activity Objectives Program Flow
<b>PM SESSION</b> 1:20 PM – 1:25 PM	House Norms and Reminders
<b>AM SESSION</b> 8:25 AM – 8:30 AM	Context and Background
<b>PM SESSION</b> 1:25 PM – 1:30 PM	
<b>AM SESSION</b> 8:30 AM – 9:30 AM	Orientation Proper
<b>PM SESSION</b> 1:30 PM – 2:30 PM	
<b>AM SESSION</b> 9:30 AM – 9:40 AM	Health Break
<b>PM SESSION</b> 2:30 PM – 2:40 PM	
<b>AM SESSION</b> 9:40 AM – 10:30 AM	Open Forum/ Hands-on Activity
<b>PM SESSION</b> 2:40 PM – 3:30 PM	
<b>AM SESSION</b> 10:30 AM – 11:00 AM	Wrapping-up and Closing Activities
<b>PM SESSION</b> 3:30 PM – 4:00 PM	

286	ES	Region IX	Zamboanga del Sur	196040	Simuyak Elementary School
287	ES	Region IX	Zamboanga del Sur	124990	Baga ES
288	ES	Region IX	Zamboanga del Sur	125017	Bag-ong Silang ES
289	ES	Region IX	Zamboanga del Sur	125197	Balamban ES
290	ES	Region IX	Zamboanga del Sur	125257	Sapa Butong PS
291	ES	Region IX	Zamboanga del Sur	125270	Molave Regional Pilot School-South Regular
292	ES	Region IX	Zamboanga del Sur	125276	Bag-ong Argao ES
293	ES	Region IX	Zamboanga del Sur	125319	Kauswagan ES
294	ES	Region IX	Zamboanga del Sur	125322	Magsaysay ES
295	ES	Region IX	Zamboanga del Sur	125340	Langilan Elementary School
296	ES	Region IX	Zamboanga del Sur	125403	Doña Josefa ES
297	JHS	Region IX	Zamboanga del Sur	314208	Sagucan NHS
298	JHS	Region IX	Zamboanga Sibugay	303839	Kabasalan National High School
299	ES	Region IX	Zamboanga Sibugay	125706	Sinusayan Elementary School
300	ES	Region IX	Zamboanga Sibugay	125774	Payao Central Elementary School
301	ES	Region IX	Zamboanga Sibugay	196527	Casay Primary School
302	ES	Region IX	Zamboanga Sibugay	196505	New Dalangin Elementary School
303	ES	Region V	Albay	111584	Bacacay East Central School
304	ES	Region V	Albay	111636	Pariaan Elementary School
305	ES	Region V	Albay	111661	Banag Elementary School
306	ES	Region V	Albay	111688	Ibaugan Elementary School
307	ES	Region V	Albay	111714	Manases Olaybal Mem. ES (Sinungtan)
308	SHS	Region V	Albay	309521	San Ramon High School
309	JHS	Region V	Albay	309505	San Francisco National High School
310	ES	Region V	Albay	111884	Tagoytoy Elementary School
311	ES	Region V	Albay	111888	Balasbas Elementary School
312	ES	Region V	Albay	111948	Basicao Coastal Elementary School
313	ES	Region V	Albay	112003	Cotnogan Elementary School



314	ES	Region V	Albay	112018	Batan Elementary School
315	JHS	Region V	Camarines Norte	306068	Capalonga National High School
316	ES	Region V	Camarines Norte	112150	Calogcog Elementary School
317	ES	Region V	Camarines Sur	112320	Baao West CS
318	ES	Region V	Camarines Sur	112404	Lourdes Elementary School
319	SHS	Region V	Camarines Sur	302043	San Vicente National High School - Buhi
320	JHS	Region V	Camarines Sur	500469	Toytoy Integrated School
321	ES	Region V	Camarines Sur	112627	Maymatan CS
322	ES	Region V	Camarines Sur	112684	Malbogon Elementary School
323	ES	Region V	Camarines Sur	112806	Salingogon ES
324	ES	Region V	Camarines Sur	112939	Soledad Marasigan Elementary School
325	ES	Region V	Camarines Sur	112955	Caditaan ES
326	JHS	Region V	Camarines Sur	309752	Tinorongan National High School (Formerly Sagay Western HS)
327	ES	Region V	Camarines Sur	113065	San Vicente ES
328	SHS	Region V	Camarines Sur	301928	Antipolo National High School, Tinambac
329	SHS	Region V	Catanduanes	500032	Cabugao IS
330	JHS	Region V	Catanduanes	302095	Panganiban National High School
331	ES	Region V	Catanduanes	113318	Ananong ES
332	ES	Region V	Catanduanes	113371	Talisoy ES
333	JHS	Region V	Catanduanes	302071	Antipolo NHS
334	SHS	Region V	Iriga City	302256	Sto. Niño National High School
335	JHS	Region V	Masbate	502253	Manamoc Upland Integrated School
336	ES	Region V	Masbate	174510	Gaway-Gaway Elementary School
337	JHS	Region V	Masbate	501841	Villa Integrated School
338	ES	Region V	Masbate	113768	Macarthur ES
339	SHS	Region V	Masbate	309923	Cogon High School
340	JHS	Region V	Masbate	309920	Conrada Tero Kho Memorial High School
341	ES	Region V	Masbate	500034	Maximino S. Lazaro Integrated School

342	ES	Region V	Masbate	113965	Felix S. Merioles Elementary School
343	ES	Region V	Masbate	113977	Uson CS
344	ES	Region V	Sorsogon	113988	Mapapac Elementary School
345	ES	Region V	Sorsogon	114080	Burgos ES
346	ES	Region V	Sorsogon	114098	Trece Martires ES
347	ES	Region V	Sorsogon	114169	Orange ES
348	ES	Region V	Sorsogon	114273	Anibong ES
349	ES	Region V	Sorsogon	114281	Magallanes North CS
350	ES	Region V	Sorsogon	114306	Bon-ot (Small) ES
351	ES	Region V	Sorsogon	114335	Vicente Dorotan ES
352	JHS	Region V	Sorsogon	501532	San Rafael Integrated School
353	ES	Region V	Sorsogon City	114524	Bon-ot Elementary School
354	ES	Region V	Tabaco City	114590	Mariroc Elem. School
355	JHS	Region VI	Aklan	500180	PATROCINIO A. LACHICA INTEGRATED SCHOOL
356	ES	Region VI	Aklan	114691	Magubahay Elementary School
357	ES	Region VI	Aklan	114878	Alimbo Baybay PS
358	ES	Region VI	Aklan	114894	Toledo Elementary School
359	ES	Region VI	Antique	114977	Maradiona Elementary School
360	SHS	Region VI	Antique	302382	Tinogboc NHS
361	ES	Region VI	Antique	115085	Alberto Siasat ES (Casalngan ES)
362	ES	Region VI	Antique	115197	Igbobon Amparo ES
363	ES	Region VI	Antique	115370	Igcadac ES
364	JHS	Region VI	Cadiz City	311404	Dr. Vicente F. Gustilo Memorial NHS - Daga Ext. HS
365	ES	Region VI	Capiz	115425	Nagba ES
366	ES	Region VI	Capiz	115547	Aglimocon ES
367	JHS	Region VI	Escalante City	302596	Japitan National High School
368	ES	Region VI	Guimaras	115913	Paaralan ng Buhay ng Tando
369	ES	Region VI	Iloilo	115946	Amaquin MES
370	ES	Region VI	Iloilo	116025	Zaragosa ES
371	ES	Region VI	Iloilo	116038	Talokgangan ES
372	ES	Region VI	Iloilo	116132	Tabares ES
373	ES	Region VI	Iloilo	116213	Cawayan ES
374	SHS	Region VI	Iloilo	302482	Fidel Zarceno National High School
375	ES	Region VI	Iloilo	116258	Nipa ES
376	ES	Region VI	Iloilo	116380	Lumangan ES
377	ES	Region VI	Iloilo	116443	AGUSTIN GALLEGO MEMORIAL ES
378	SHS	Region VI	Iloilo	302559	Leon Mediana NHS
379	SHS	Region VI	Iloilo	302574	Sta. Rita National High School
380	ES	Region VI	Iloilo	116790	Agusipan Elementary School
381	ES	Region VI	Iloilo	116837	Olo- Barroc ES