



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



Office of the Regional Director

August 30, 2023

REGIONAL MEMORANDUM  
 No. 411, s. 2023

**DISSEMINATION OF MEMORANDUM DM-OUHROD-2023-1116**  
*[Reminder on the Working Hours and Workload of the Teaching Personnel  
 for School Year (SY) 2023-2024]*

To : Assistant Regional Directors  
 Schools Division Superintendents/OIC-SDSs  
 All Others Concerned

- For the information, guidance, and compliance of all concerned, enclosed is a copy of Memorandum DM-OUHROD-2023-1116 from Usec. Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development dated August 10, 2023, titled *Reminder on the Working Hours and Workload of Teaching Personnel for School Year (SY) 2023-2024*.
- Immediate dissemination of this Memorandum is desired.

  
**GILBERT T. SADSAD**  
 Regional Director

Encl.: As stated.  
 To be indicated in the Perpetual Index  
 under the following subjects:

TEACHERS  
 TEACHING LOAD  
 WORK HOURS

AD-PS/matb  
 08/30/2023



Regional Center Site, Rawis, Legazpi City 4500

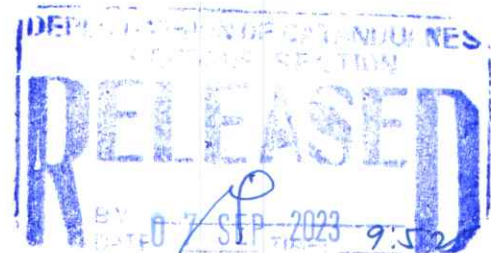
0969 516 9555  
 region5@deped.gov.ph



September 7, 2023


**UNNUMBERED MEMORANDUM:**  
 OSDS-PER-UM-09-07-2023/RAAS

TO : Asst. Schools Division Superintendent  
 Chief Education Supervisor  
 Section Heads/Administrative Officers  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 Teaching Personnel  
 All Others Concerned



For information and guidance.

By Authority of the Schools Division Superintendent:

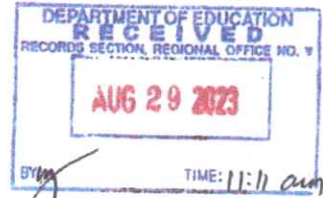
  
 ATTY. NORLITO JR. P. AGUNDAY  
 Legal Officer III  
 Officer-In-Charge



Republika ng Pilipinas

# 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 : *[Signature]*  
GLORIA JUMMIL-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:

- exercise a fair and equitable distribution of teaching workload to maximize the **six (6) hours** of actual classroom teaching;
- protect the **two (2) hours** of all teaching personnel to cover for work incidental to teaching duties; and
- accord priority to assigning actual classroom teaching over ancillary, administrative, and non-teaching tasks to the teaching personnel.

For immediate dissemination and compliance.

[JHROD-SED/AQUINO]