



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 343, s.2023

SEP 08 2023

**ENSURING COMPLIANCE WITH CIVIL SERVICE COMMISSION (CSC) RESOLUTION
NO. 080096 ON THE SIX-HOUR DAILY ACTUAL CLASSROOM TEACHING OF
TEACHERS IN PUBLIC ELEMENTARY, JUNIOR HIGH, AND
SENIOR HIGH SCHOOLS IN SDO – KABANKALAN CITY**

TO: OIC - Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned


1. RA 9155 otherwise known as the Governance of Basic Education Act of 2001 provides that among the authorities, accountabilities and responsibilities of Schools Division Superintendents is the planning and managing the effective and efficient use of all personnel, physical and fiscal resources of the division while School Heads have the authority, accountability, and responsibility in administering and managing all personnel, physical and fiscal resources of the school.
2. Consistent with this mandate, this Office is reiterating the salient provisions in the following issuances:
 - a. Civil Service Commission (CSC) Resolution No. 080096:
“School heads shall assign teaching loads to public school teachers to fully utilize the **six (6) hours actual classroom teaching**”
 - b. DM-OUHROD-2023-1116:
“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 teaching personnel**”
3. For reference of the School Heads with the assistance of the Administrative Officer IIs in the assignment of teaching loads to teachers, illustrations are provided in *Enclosure No. 1* of this Memorandum.





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4. Additionally, prior to the accomplishment of the Electronic School Form 7 (eSF7) as required in DepEd Memorandum No. 052, s. 2023 titled "*Adoption of the DepEd Electronic School Form 7 (eSF7)*" **by the School Heads**, it is strongly advised that the actual daily teaching hours of teachers are accurately determined in accordance with the parameters such as the Time Allotment per Learning Area as per DepEd Order No. 31, s. 2012 titled "*Policy Guidelines on the Implementation of Grades 1 to 10 of the K to 12 Basic Education Curriculum (BEC) Effective School Year 2012-2013*" and the 6-hour actual teaching a day as provided for in DepEd Memorandum No. 291, s. 2008 implementing Civil Service Commission Resolution 080096.
5. In order to ensure the compliance of all public elementary and secondary schools with (CSC) Resolution No. 080096, the Public Schools District Supervisors shall monitor, provide technical assistance to the School Heads in the accomplishment of the eSF7, when needed, and gather the eSF7 accomplished by the School Heads in their respective districts, and submit the following to the Personnel Section, this Division, **on or before 22 September 2023**:
 - a. Excel file of the eSF7;
 - b. PDF file of the eSF7 duly signed by the School Head; and
 - c. Printed copy of the eSF7 duly signed by the School Head
6. Immediate and wide dissemination of and compliance with this Memorandum are desired.


MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent





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Enclosure No. 1 to Division Memorandum No. 343, s. 2023

Illustrations on the Assignment of Teaching Loads

Teaching Load is operationally defined as the number of sections assigned to a teacher in consideration of the time allotment per meeting and number of meetings per week for the learning area/s handled and the 6-hour (360-minute) actual teaching per day as required by the Civil Service Commission.

Factors to be Considered in Determining the Teaching Load

1. Time Allotment per Learning Area
2. 6-hour actual teaching a day as provided for in DepEd Memorandum No. 291, s. 2008 implementing Civil Service Commission Resolution 080096.

The time allotted for a learning area determines the maximum number of loads, i.e. number sections, to be given to a teacher taking into consideration the 6-hour actual teaching a day as provided for in DepEd Memorandum No. 291, s. 2008 implementing Civil Service Commission Resolution 080096.

The following table shows that time allotment (in hours per week) per learning area in each grade level:

	Grade 1 1st Sem	Grade 1 2nd Sem	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
	as per DepEd Order No. 31, s. 2012						
Mother Tongue	4.17	4.17	4.17	4.17			
English		2.5	4.17	4.17	4.17	4.17	4.17
Filipino	2.5	2.5	4.17	4.17	4.17	4.17	4.17
Mathematics	4.17	4.17	4.17	4.17	4.17	4.17	4.17
Araling Panlipunan	3.33	3.33	3.33	3.33	3.33	3.33	3.33
MAPEH	3.33	3.33	3.33	3.33	3.33	3.33	3.33
EsP	2.5	2.5	2.5	2.5	2.5	2.5	2.5
TLE					4.17	4.17	4.17
Science				4.17	4.17	4.17	4.17





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	Grade 7	Grade 8	Grade 9	Grade 10
	as per DepEd Order No. 31, s. 2012			
English	4	4	4	4
Filipino	4	4	4	4
Mathematics	4	4	4	4
Araling Panlipunan	3	3	3	3
MAPEH	4	4	4	4
EsP	2	2	2	2
TLE	4	4	4	4
Science	4	4	4	4

Taking into account the foregoing in determining the number of teaching loads to be given to a teacher, the following is prescribed:

Time Allotment of Subjects (Hours per Week)	Number of Teaching Loads	Number of Teaching Loads
	With Advisory Class	Without Advisory Class
2	12	14
3	8	9
4	6	7





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Illustration 1: A Values Education Teacher without Advisory Class meeting his/her class twice a week at 1 hour/meeting:

Load	Monday	Tuesday	Wednesday	Thursday	Friday	Number of Meetings
Section 1	1	1				2
Section 2	1	1				2
Section 3	1	1				2
Section 4	1	1				2
Section 5	1	1				2
Section 6	1	1				2
Section 7			1	1		2
Section 8			1	1		2
Section 9			1	1		2
Section 10			1	1		2
Section 11			1		1	2
Section 12			1		1	2
Section 13				1	1	2
Section 14				1	1	2
Number of Hours	6	6	6	6	4	

Illustration 2: An Araling Panlipunan Teacher without Advisory Class meeting his/her class three (3) times a week at 1 hour/meeting:

Load	Monday	Tuesday	Wednesday	Thursday	Friday	Number of Meetings
Section 1	1		1		1	3
Section 2	1	1	1			3
Section 3	1		1	1		3
Section 4		1	1	1		3
Section 5		1		1	1	3
Section 6	1	1		1		3
Section 7	1	1	1			3
Section 8			1	1	1	3
Section 9		1		1	1	3
Number of Hours	5	6	6	6	4	



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Illustration 3: A Junior/Senior High School Teacher without Advisory Class handling a 4-hour-a-week subject (e.g. English, Science, Mathematics, TLE, MAPEH):

Load	Monday	Tuesday	Wednesday	Thursday	Friday	Number of Meetings
Section 1	1	1		1	1	4
Section 2	1	1	1	1		4
Section 3	1		1	1	1	4
Section 4	1	1		1	1	4
Section 5	1	1	1	1		4
Section 6		1	1	1	1	4
Section 7	1	1	1		1	4
Number of Hours	6	6	5	6	5	

Illustration 4: An Elementary School Teacher without Advisory Class handling a 50-minute subject (e.g. English, Filipino, Science, Mathematics, TLE) in Key Stage 2 and meeting daily:

Load	Monday	Tuesday	Wednesday	Thursday	Friday
Section 1	50	50	50	50	50
Section 2	50	50	50	50	50
Section 3	50	50	50	50	50
Section 4	50	50	50	50	50
Section 5	50	50	50	50	50
Section 6	50	50	50	50	50
Section 7	50	50	50	50	50
Total Number of Minutes	350	350	350	350	350
In hours	5.83	5.83	5.83	5.83	5.83





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Illustration 5: An Elementary School Teacher without Advisory Class handling a 40-minute subject (e.g. Araling Panlipunan, MAPEH) in Key Stage 2 and meeting daily:

Load	Monday	Tuesday	Wednesday	Thursday	Friday
Section 1	40	40	40	40	40
Section 2	40	40	40	40	40
Section 3	40	40	40	40	40
Section 4	40	40	40	40	40
Section 5	40	40	40	40	40
Section 6	40	40	40	40	40
Section 7	40	40	40	40	40
Section 8	40	40	40	40	40
Section 9	40	40	40	40	40
Total Number of Minutes	360	360	360	360	360
In hours	6.00	6.00	6.00	6.00	6.00

Illustration 6: Deciding on the Number of sections to be organized based on the parameters and the available number of teachers:

Parameters
DepEd Order No. 31, s. 2012

	Time Allotment in Hours per Week
English	4 hours (60 minutes per meeting)
Filipino	4 hours (60 minutes per meeting)
Mathematics	4 hours (60 minutes per meeting)
Araling Panlipunan	3 hours (60 minutes per meeting)
MAPEH	4 hours (60 minutes per meeting)
EsP	2 hours (60 minutes per meeting)
TLE	4 hours (60 minutes per meeting)
Science	4 hours (60 minutes per meeting)

Civil Service Commission (CSC) Resolution No. 080096 issued in 2008
Reiterated in DM No. 291 s. 2008 and
DepEd Order (DO) No. 16, s. 2009
6 hours daily

Class Size: 45 (JHS and SHS)

Enrollment: 46
Section/s Organized: 1 or 2

1 Section; Teacher A: English, Filipino, Araling Panlipunan, EsP

	Monday	Tuesday	Wednesday	Thursday	Friday
8-9	English	English	English	English	
9-10		Filipino	Filipino	Filipino	Filipino
10-11	Aral Pan		Aral Pan		Aral Pan
11-12					
12-1					
1-2		EsP		EsP	
2-3					
3-4					
4-5					
Total Number of Hours	2 hours	3 hours	3 hours	3 hours	2 hours

1 Section; Teacher B: Science, Mathematics, TLE, MAPEH

	Monday	Tuesday	Wednesday	Thursday	Friday
8-9					
9-10	Science				
10-11		Science			
11-12			Science	Science	
12-1					
1-2	TLE		TLE		TLE
2-3	Mathematics	Mathematics	Mathematics	Mathematics	TLE
3-4		MAPEH	MAPEH	MAPEH	MAPEH
4-5					
Total Number of Hours	3 hours	3 hours	3 hours	3 hours	3 hours



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Parameters
DepEd Order No. 31, s. 2012

	Time Allotment in Hours per Week
English	4 hours (60 minutes per meeting)
Filipino	4 hours (60 minutes per meeting)
Mathematics	4 hours (60 minutes per meeting)
Araling Panlipunan	3 hours (60 minutes per meeting)
MAPEH	4 hours (60 minutes per meeting)
EsP	2 hours (60 minutes per meeting)
TLE	4 hours (60 minutes per meeting)
Science	4 hours (60 minutes per meeting)

Civil Service Commission (CSC) Resolution No. 080096 issued in 2008
Reiterated in in DM No. 291 s. 2008 and
DepEd Order (DO) No. 16, s. 2009
6 hours daily

Class Size: 45 (JHS and SHS)

Enrollment: 46

Section/s Organized: 1 or 2

2 Sections; Teacher A: English, Filipino, Araling Panlipunan, EsP

	Monday	Tuesday	Wednesday	Thursday	Friday
8-9	English	English	English	English	
9-10	English	Filipino	Filipino	Filipino	Filipino
10-11	Aral Pan		Aral Pan		Aral Pan
11-12	Aral Pan	English	English	English	Aral Pan
12-1					
1-2	EsP	EsP	EsP	EsP	
2-3		Filipino	Filipino	Filipino	Filipino
3-4				Aral Pan	
4-5					
Total Number of Hours	6 hours	5 hours	6 hours	6 hours	4 hours

2 Sections; Teacher B: Science, Mathematics, TLE, MAPEH

	Monday	Tuesday	Wednesday	Thursday	Friday
8-9	Science	Science	Science	Science	
9-10	Science	Mathematics	Mathematics	Mathematics	Mathematics
10-11	TLE	Science	TLE	TLE	TLE
11-12			Science	Science	
12-1					
1-2	TLE	MAPEH	TLE	MAPEH	TLE
2-3	Mathematics	Mathematics	Mathematics	Mathematics	TLE
3-4	MAPEH	MAPEH	MAPEH	MAPEH	MAPEH
4-5					MAPEH
Total Number of Hours	6 hours	6 hours	7 hours	7 hours	6 hours



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