



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

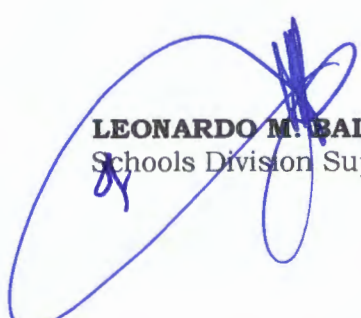
30 August 2023

DIVISION MEMORANDUM
SGOD No. **107**, s. 2023

ONLINE SUBMISSION OF TEACHER REQUIREMENTS DATA

To: Functional Division Chiefs
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Memorandum DM-OUHROD-2023-0622 titled, **Advance Information on the Allocation and Deployment of New Teaching Positions from Kindergarten to Grade 12 and Alternative Learning System (ALS) for School Year (SY) 2023-2024**, the Office of the School Governance and Operations Division (SGOD) shall prepare the deployment report by school based on the allocation by legislative district and by school using the Teacher Requirements Data uploaded in the online survey.
2. Anent this, all schoolheads are directed to submit their Teacher Requirements data based on the attached Enhanced Planning Parameters and Working Hours and Workloads of the Teaching Personnel for SY 2023-2024 through this link <https://bit.ly/TRA2023-2024>. The link shall be closed on Friday, September 1, 2023.
3. For any inquiry regarding the conduct of the activity, personnel concerned are advised to contact Cristopher T. Frusa, Chief Education Supervisor of the SGOD via Facebook Messenger.
4. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA. CESE
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
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under the following subjects:

DATA

INVENTORY

SURVEY

SCHOOLS

CTF/DM-online submission of teacher requirements data
0000/August 30, 2023

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Enhanced Planning Parameters

Level/Class	Standards	Remarks
Kindergarten	25 learners or maximum of 30 learners per session	1 teacher for 2 sessions
Multigrade Classes (MG)	maximum of 25 learners consisting of 2 consecutive grade levels (Grades 1&2, Grades 3&4, and Grades 5&6)	1 teacher per class consisting of 2 consecutive grade levels or 3 teachers for every MG school except Kindergarten
SPED Non-Graded (Elem/JHS)	Max of 15 learners per class	1 teacher per class
Grades 1 -2	30 learners per class, maximum of 35 learners	1 teacher per class
Grade 3	30 learners per class, maximum of 35 learners	7 teachers for every 6 classes or 7:6 as specialization factor
Grade 4-6	40 learners per class, maximum of 45 learners	7 teachers for every 6 classes or 7:6 as specialization factor
Grades 7-10	40 learners per class, maximum of 45 learners	9 teachers in every 6 classes (9:6) as specialization factor
Grades 11-12	Maximum of 40 learners per class	9 teachers in every 6 classes (9:6) as specialization factor
Alternative Learning System (ALS)	75 learners	1 teacher per 75 learners

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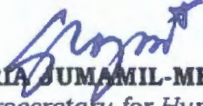


Republika ng Pilipinas
Department of Education

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 :  **GLORIA JUMAMIL-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:

- 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 the teaching personnel.

For immediate dissemination and compliance.

[BHR0D-SED/AQUINO]