



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

11 Sept 2023

DIVISION MEMORANDUM
CID No. **110**, s. 2023

To: Public Schools District Supervisors/Principals In-Charge/Cluster Heads
Public Elementary/Secondary School Heads Concerned
All Teachers Concerned

REITERATION OF THE GUIDELINES ON TEACHING LOADS, CLASS PROGRAM
AND CLASS SIZE FOR SCHOOL YEAR 2023-2024

1. This office reiterates the following guidelines that shall be considered in the preparation of teaching loads, class program and organization of classes:

a. **DM-OUHROD-2023-1116** stipulates that all Public Elementary, Junior High, and Senior High Schools are enjoined to observe the following:

i. exercise a fair and equitable distribution of teaching workload to maximize the **six hours** of actual classroom teaching;

ii. protect the two (2) hours of all teaching personnel to cover for work incidental to teaching duties; and

iii. accord priority to assigning actual classroom teaching over ancillary, administrative, and nonteaching tasks to the teaching personnel.

b. **DECS Order No. 39, s. 1990** states that all Master Teachers I and II be given full teaching loads, except those with special projects or research, in which case a minimum of 4 teaching loads be given. As indicated in the duties and responsibilities of Master Teachers, they shall conduct in-depth studies or action research on teaching-learning innovations.

c. **DepEd Order No. 021, s. 2019**

i. The time allotment for elementary level is shown in Table 1.

Table 1. Time Allotment for Grades 1 to 6

| Grade Level | Number of Minutes Daily | Remarks |
|-------------|-------------------------|--|
| Kinder | 180 | In addition to the daily activities, two |

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| Grade Level | Number of Minutes Daily | Remarks |
|---|-------------------------|--|
| | | thirty-minute sessions should be allotted per week for Homeroom. |
| Grades 1- 1 st Sem. | 240 | In addition to the activities in table 1, Grades 1-3 classes should have one 40-minute session allotted per week for Homeroom. |
| Grades 1- 2 nd Sem. | 270 | |
| Grade 2 | 310 | |
| Grade 3 | 360 | |
| Grades 4-6 | 360 | In addition to the activities shown in the table, Grades 4-6 classes should have one forty-minute session allotted for the Homeroom Guidance Program per week. |
| Note: <ol style="list-style-type: none"> 1. Special Curricular Programs shall also be offered twice a week at forty minutes per session. 2. Clubs should meet for 40 minutes twice a month as well. 3. Schools are encouraged to apportion time for arrival and assemble, library work, lunch and recess, remediation, and other related tasks. | | |

ii. The time allotment of eight learning areas for Junior High School is shown in Table 2.

Table 2. Time Allotment of Eight Learning Areas in Junior High School

| Learning Areas | Number of Minutes per Week |
|---|----------------------------|
| English | 240 |
| Math | 240 |
| Filipino | 240 |
| Science | 240 |
| Araling Panlipunan (AP) | 180 |
| Edukasyon sa Pagpapakatao (EsP) | 120 |
| Music, Arts, Physical Education and Health (MAPEH) | 240 |
| Technology and Livelihood Education (TLE) | 240 |
| Homeroom Guidance Program | 60 |
| Special Curricular Programs | 240 |
| <i>Note: Independent or Cooperative learning is given two hours per week. Grade 10 learners have Citizenship Training Program for an hour per week.</i> | |

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- iii. Independent or cooperative learning will be used for individual work, research/review/library time under the supervision of the teacher concerned.
- iv. For the time allotment for Senior High School, refer to pages 61-81 of DepEd Order No. 021, s. 2019.
- d. **DepEd Order 41, s. 2012.** The class size shall range from a minimum of 15 pupils/students to a maximum of 60 pupils/students per class for Grade 5 to high school. The enhanced planning parameters is shown in Table 3.

Table 3. Enhanced Planning Parameters (DM-OUHROD-2023-0622)

| 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, 3&4, and 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) | Maximum 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 |
| Grades 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 for every 6 classes or 9:6 as specialization factor |
| Grades 11-12 | maximum of 40 learners per class | 9 teachers for every 6 classes or 9:6 as specialization factor |
| Alternative Learning System (ALS) | 75 learners | 1 teacher per 75 learners |
| Arabic Language and | Minimum of 15 learners | |

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| Level/ Class | Standards | Remarks |
|----------------------------------|-----------|---------|
| Islamic Values Education (ALIVE) | | |

e. The standard number of learners for the Special Curricular Program is shown in Table 4.

| Special Curricular Program | Standards |
|---|---|
| Special Program in the Arts (SPA) | 35 learners per class, maximum of 45 learners 10 learners per discipline |
| Special program in Foreign Language (SPFL) | 35 learners per class, maximum of 45 learners |
| Special Program in Journalism (SPJ) | 35 learners per class |
| Special Science Elementary School (SSES) and Science, Technology, Engineering (STE) Program | 35 learners per class |
| Special Program in Technical-Vocational Education (SPTVE) | 15 learners per class, maximum of 25 learners except for Agriculture and Fisheries which is 50 |
| Special Program in Sports (SPS) | Maximum of 45 learners per class Maximum Number of learners per event: Archery - 8 Arnis - 10 Athletics - 30 Chess - 4 Gymnastics - 11 (5 boys & 6 girls) Racket Games- 8 Sepak Takraw- 12 Swimming - 20 Taekwondo - 36 Team Sports - 30 |

i. Special curricular programs/disciplines with existing approval from the National or Regional office shall only be offered if the required minimum number of learners is met.

2. To ensure compliance with this memorandum, schoolheads are advised to submit Class and Teacher's Program of Teachers I-III, Master Teachers, Head Teachers, Teachers-In-Charge with teaching loads, and locally paid teachers for the School Year 2023-2024 to the office of the CID on or before **September 29, 2023**. A Self-Certification signed by the schoolhead shall be attached to ensure that

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enhanced planning parameters were strictly followed. Personnel concerned are advised to refer to the Enclosure to this Division Memorandum for the template.

3. Class and Teachers' Programs must be consistent with the data reflected in the School Form 4 (SF4) or Monthly Learners' Movement and Attendance and School Form 7 (SF 7) or School Assignment List and Basic Profile.

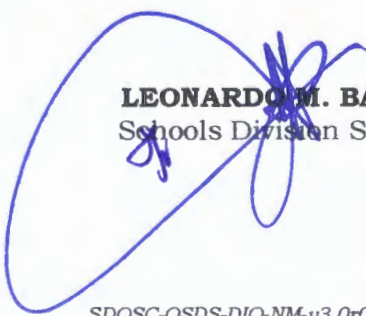
4. These are the signatories for the teacher's and class program in compliance to RA 11032 or **Ease of Doing Business and Efficient Government Service Delivery Act of 2018**.

| Position | Prepared by | Recommending Approval | Approved |
|--------------------------------|-------------------|-----------------------|-------------|
| Teacher (Elementary) | Teacher | School Head | PSDS |
| Teacher (Secondary) | Teacher | None | School Head |
| Head Teacher (Secondary) | Head Teacher | None | School Head |
| Teacher In-Charge (Elementary) | Teacher In-Charge | PSDS | SDS |
| Teacher In-Charge (Secondary) | Teacher In-Charge | Cluster Head | SDS |

5. To address the imbalance and equity in the deployment of public school teachers, schools with identified excess teachers shall be redeployed to schools with acute teacher shortage in compliance to DepEd Order No. 22, s. 2013 titled Revised Guidelines on the Transfer of Teachers from One Station to Another.

6. For clarifications, contact Marichu Jean R. Dela Cruz, EPS Science at cellphone number 09467120504.

7. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
 Schools Division Superintendent

Encl.: As stated
 Reference: DM-OUHROD-2023-1116

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DECS Order 39, S. 1990
DO 021, S. 2019
DO 41, S. 2012
DM-OUHROD-2023-0622

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

| | |
|----------------|----------|
| SCHOOLS | TEACHERS |
| TEACHING LOADS | |

MJD/DM-reiteration of the guidelines on teaching loads, class program and class size for SY 2023-2024
0000/September 07, 2023

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SCHOOLS DIVISION OF SOUTH COTABATO
SAMPLE NATIONAL HIGH SCHOOL
BARANGAY, MUNICIPALITY

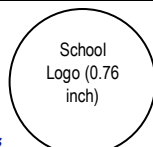
SELF-CERTIFICATION

The undersigned hereby attests that the organization of classes, class program, working hours, and workload of teaching personnel are compliant with Republic Act 4670 or the Magna Carta for Public School Teachers and the Enhanced Planning Parameters set by DepEd Memorandum No. 2023-0622 from the Office of the Undersecretary for Human Resource and Organizational Development. Further, I assume full responsibility and accountability on any misrepresentation made.

Done at Sample NHS, Brgy. Sample, Sample, South Cotabato this ____ day of _____.

NAME OF SCHOOL HEAD

Principal I



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