



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

21 MAR 2023

DIVISION MEMORANDUM

No. 139 s. 2023

**REDUCTION OF TEACHER'S ANCILLARY POSITIONS IN SCHOOLS TO
 MAXIMIZE CLASSROOM INSTRUCTION AND QUALITY OF LEARNING**

To: OIC - Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 Heads, Unit/Section
 All Others Concerned

1. In reference to DepEd Order No. 291 s. 2008 titled *Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers*, this policy is hereby ordered in compliance to paragraph 3, to wit:

"In view thereof, the following general guidelines shall be observed in all public elementary and secondary schools:

- a. Public school teachers shall render at most six (6) hours of actual classroom teaching a day, except when undertaking academic activities that require presence outside the school premises, i.e. educational trips;
- b. School heads shall assign teaching loads to public school teachers to fully utilize six (6) hour actual classroom teaching, i.e., six teaching loads at one hour per teaching load, with due regard for possible teaching interval;

All advisor ship and/or special assignments for the entire school year combined shall be considered as one teaching load;

- c. A teacher with less than six (6) hours of actual classroom teaching shall render additional hours of appropriate teaching-related activities and duties enumerated in 2 (d) **within the school premises** to complete six hours;
- d. A teacher with six (6) hours of actual classroom teaching and/or equivalent teaching-related activities and duties shall render the remaining two (2) hours of work within or outside the school premises to comply with the eight-hour workday by engaging in the following teaching-related activities and duties:
 - d.1. preparation of lesson plans, action/work plans, instructional materials, evaluation/ assessment tools/ rubrics;



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- d.2. preparation and checking of exercises; recording of academic performance results and classroom accomplishments;
- d.3. conduct of research;
- d.4. attendance to seminars, workshops and similar programs;
- d.5. counseling, mentoring, coaching of students including home visits;
- d.6. consultations and conferences with parents;
- d.7. performance of coordination activities and duly recognized community social services;
- d.8. participation in the maintenance and improvement of school facilities and equipment;
- and
- d.9. other activities identified in the specific guidelines under paragraph 4 xxx”.

2. Thus, the following specific policies are hereby ordered:

2.1. All permanent teachers shall render six (6) hours of teaching per day **except** when **one (1)** ancillary position is assigned.

2.2. **Only one (1)** ancillary task may be assigned to each teacher aside from his/ her advisory class.

2.3. **All ancillary tasks**, in effect, **will be transferred to the current school head** unless prohibited by existing orders or policies of the government, e.g. Chairmanship to Bids and Awards Committees, Canteen Management etc.

2.4. As non-teaching personnel assigned to schools, Administrative Officer II or any non-teaching office personnel may be assigned to ancillary tasks which may not be assigned to teachers in schools due to the limited number of teachers available.

2.5. Teachers who will render their two (2) hours of related-teaching work outside the school premises shall submit an accomplishment report for the tasks rendered for it.

3. For immediate compliance.

NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent

Reference:

DepEd Order No. 291 s. 2008



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