



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

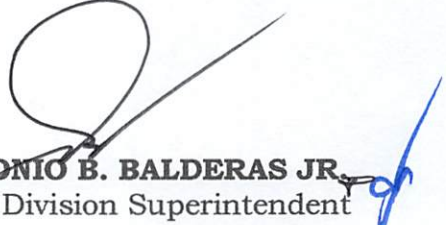
17 June 2025

DIVISION MEMORANDUM
No. **367** s. 2025

**ADDITIONAL GUIDANCE ON THE ASSIGNMENT OF
TEACHING LOAD TO TEACHERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. In reference to **Memorandum DM-OSEC-OUHROD-2025-0002, re: Additional Guidance on the Assignment of Teaching Load to Teachers**, this Office informs all concerned of the foregoing Memorandum.
2. Enclosed is the copy of the DepEd Memorandum for your reference.
3. Immediate compliance and widest dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: Memorandum DM-OSEC-OUHROD-2025-0002
To be indicated in the Perpetual Index
under the following subjects:

TEACHERS
TEACHING LOADS

CID- additional guidance on the assignment of teaching load to teachers
SDSF9908-000554/June 17, 2025



Republika ng Pilipinas
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM
DM-OSEC-OUHROD-2025- 0002

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS

ATTENTION : CURRICULUM IMPLEMENTATION DIVISION

FROM : ATTY. FATIMA LIPP D. ONTONGAN
Undersecretary and Chief of Staff

WILFREDO E. CABRAL
*Undersecretary for Human Resource and
Organizational Development*

**SUBJECT : ADDITIONAL GUIDANCE ON THE ASSIGNMENT OF TEACHING
LOAD TO TEACHERS**

DATE : June 4, 2025

All concerned field officials are directed to observe the following parameters as additional guidance on the assignment of teaching load:

1. Prioritize **Master Teachers** in handling **Key Stage 1 (Kinder-Grade 3)** to maximize their competencies for the foundational years of learners.
2. Teachers shall be assigned to **teach in their area of specialization** based on their educational attainment, relevant training and experience, and professional teaching license. For education unit earners, they should follow the Professional Regulation Commission (PRC) Taxonomy in determining their area of specialization.
3. Teachers should be assigned to the learning areas and/or grade levels for which they have received **relevant training**.

The Schools Division Offices (SDOs), through the Curriculum Implementation Division (CID), shall establish monitoring mechanisms to ensure that the abovementioned parameters are consistently observed by School Heads in the distribution of teaching load:

1. Ensure the accuracy of the declared area of specialization of teachers in the electronic School Form 7 (eSF7).
2. Conduct a regular audit of teaching load using the eSF7 or similar tools to ensure that teachers are handling learning areas aligned with their licenses and training.

In addition, SDOs shall continue to prioritize hiring based on the needed specialization of schools. The Administrative Section-Personnel Unit shall include these required specializations during the call for applications and publication of vacancies.

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397.

For strict compliance.