



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

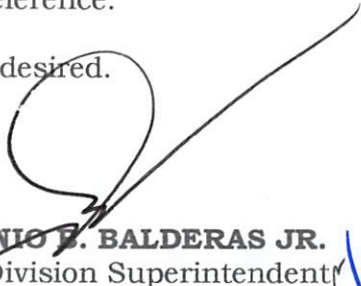
15 September 2026

DIVISION MEMORANDUM  
No. 614 s. 2026

**DISSEMINATION OF CONSOLIDATED CLARIFICATIONS ON THE  
IMPLEMENTATION STATUS OF TEACHER WORKLOAD POLICIES**

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

1. In compliance with **Regional Memorandum No. 570, s. 2026**, titled **Dissemination of Consolidated Clarifications on the Implementation of Teachers' Workload and Exclusion of Canteen Management Operations From Teacher Assignments**, this Office disseminates the said Regional Memorandum, which contains consolidated clarifications on the implementation of teacher workload policies to promote their uniform, lawful, and welfare-oriented application.
2. These guidelines reflect the matters discussed during the recent national online consultation meetings with the Regional Offices and Schools Division Offices and are intended to ensure consistent interpretation, efficient operations, the protection of instructional time, and the timely compensation of authorized additional work.
3. These clarifications shall be read together with existing laws, Department issuances, applicable budget and accounting rules, and other relevant policies. These policies provide that a teacher engaged in actual classroom instruction shall generally not be required to render more than six (6) hours of actual classroom teaching. Where exigencies of the service require additional actual classroom teaching, the total teaching time shall not exceed eight (8) hours per day and shall be subject to additional compensation in accordance with the existing laws and regulations.
4. Attached is the Regional Memorandum for your reference.
5. Immediate dissemination of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

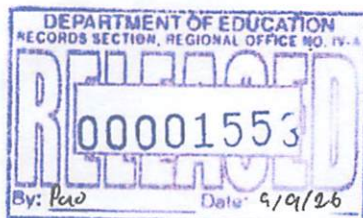
Encl.: As stated

Reference: Regional Memorandum No. 570, s. 2026

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

TEACHERS LOAD  
WELFARE

SGOD- dissemination of consolidated clarifications on the implementation status of teacher workload policies  
RECPQA0B-010435/September 15, 2026



FTAD-RM-2026-570

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

02 September 2026

**Regional Memorandum**  
No. 570 s. 2026

**DISSEMINATION OF CONSOLIDATED CLARIFICATIONS ON  
THE IMPLEMENTATION STATUS OF TEACHER  
WORKLOAD POLICIES**

To: **Schools Division Superintendents**  
**SGOD and CID Chiefs**  
**Public Schools District Supervisors**  
**School Heads**  
**All Others Concerned**

1. Pursuant to DO No. 2, S. 2024<sup>1</sup>; DO No. 5, S. 2024<sup>2</sup>; and DO No. 24, S. 2025<sup>3</sup>, this Office, through the Field Technical Assistance Division disseminates the consolidated clarifications on the implementation status of teacher workload policies to promote a uniform, lawful, and welfare-oriented implementation of teacher workload policies.
2. These guidelines reflect the matters discussed during the recent national online consultation meetings with the Regional Offices and Schools Division Offices and are intended to ensure consistent interpretation, efficient operations, protection of instructional time, and timely compensation for authorized additional work.
3. These clarifications shall be read together with existing laws, Department issuances, applicable budget and accounting rules, and other relevant policies that provides that a teacher engaged in actual classroom instruction shall not generally be required to render more than six (6) hours of actual classroom teaching per day. Where the exigencies of the service require additional actual classroom teaching, the period shall not exceed eight (8) hours per day and shall be subject to additional compensation under the law.
4. The six-hour limit refers to the maximum ordinary actual classroom teaching load per day. It is not a mandatory minimum that every teacher must be assigned. The actual teaching load shall depend on the approved

<sup>1</sup> Immediate Removal of Administrative Tasks of Public School Teachers

<sup>2</sup> Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload

<sup>3</sup> Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education

program of instruction, class organization, staffing complement, and the legitimate needs of the school.

5. Teaching load shall be computed based on the actual instructional time rendered, expressed in hours or minutes. The number of learning areas handled shall not, by itself, determine the teacher's teaching load.
6. Schools shall maintain accurate and verifiable teaching-load schedules and other official records necessary to establish the actual teaching time rendered.
7. Class advisorship shall be credited as the equivalent of one (1) hour per day, or five (5) hours per week, inclusive of the one-hour Homeroom Guidance component, subject to applicable Department policies.
8. Master Teachers may be assigned class advisorship when justified by the needs of the school and when the assignment is consistent with their official duties and workload.
9. The applicable issuance shall depend on the teacher's official designation and actual functions. The teaching-load provisions of DO No. 5, s. 2024 shall apply to teachers covered by that issuance. Where a Master Teacher is formally designated as a Department Head, DO No. 24, s. 2025 shall govern. In such case, the Department Head may be assigned a maximum of three (3) hours of teaching load to allow sufficient time for supervisory and coordination responsibilities. The designation must be supported by an appropriate appointment, designation order, or other official record.
10. The following are teaching-related assignments but do not carry an equivalent teaching-load credit:
  - a. School Paper Advisorship;
  - b. Sports Program coordination or advisorship; and
  - c. SELG/SSLG coordination or advisorship.
  - d. These assignments shall nevertheless be distributed equitably and shall not be used to circumvent the rules on teacher workload.
11. Relieving duties do not carry a separate maximum hourly cap. However, they must be properly scheduled, equitably distributed, and included in the determination of whether the teacher's total authorized teaching load exceeds the applicable daily limit.
12. Teachers occupying eligible teaching positions may claim overload pay when their total authorized actual teaching load exceeds six (6) hours per day, provided that:
  - a. the additional teaching was officially authorized or directed;
  - b. the actual teaching time rendered is supported by official records;

- c. the assignment was necessary and consistent with the applicable workload policies; and
  - d. funds are available and the claim complies with budgeting, accounting, and auditing rules.
- 13. Class advisorship or relieving duties shall give rise to overload pay only when, after inclusion in the applicable workload computation, they cause the teacher's total teaching load to exceed six (6) hours per day.
- 14. Overload claims shall be charged against the appropriate Administration of Personnel Benefits (APB) budget allocation of the Regional Office. Funds may be downloaded to the Schools Division Offices after consolidation, validation, and submission of the officially required funding request.
- 15. The Schools Division Office shall establish a clear and time-bound process for:
  - a. validating the teacher's eligibility;
  - b. verifying the actual teaching load rendered;
  - c. determining the compensable excess;
  - d. certifying the availability of funds; and
  - e. processing payment.
- 16. Overload pay shall not be processed for prior school years when the claim is barred by the annual validity of appropriations, applicable budgeting rules, or other legal and accounting restrictions. Claims for the current school year shall be submitted and processed within the periods prescribed by the Department and the applicable budget and auditing rules.
- 17. Receipt of Special Hardship Allowance does not, by itself, disqualify a teacher from claiming authorized teaching overload pay. The teacher must still satisfy all eligibility, authorization, documentation, and funding requirements for the overload claim.
- 18. Attendance at or participation in the following shall not be counted as actual classroom teaching for purposes of teaching-load or overload computation:
  - a. Learning Action Cell (LAC) sessions;
  - b. INSET activities;
  - c. trainings and seminars; and
  - d. other ancillary or professional-development activities.
- 19. These activities shall be treated in accordance with their governing policies and shall not be converted into teaching load merely because they occur during the teacher's work schedule.
- 20. Teaching overload may be authorized when there is a shortage in a particular learning area, even if the school has excess personnel in another learning

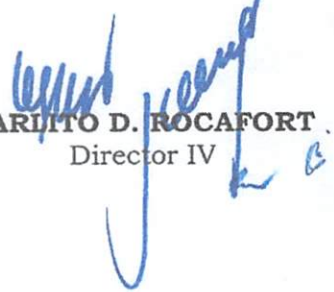
area. The justification must relate to the specific subject, grade level, or learning area requiring additional teaching capacity.

21. Where excess personnel exist in the school, the Schools Division Office may require a written justification before approving or releasing payment for the overload claim. The justification should identify the staffing situation, the affected learning area, the classes requiring coverage, and the measures considered before assigning overload.
22. School heads are encouraged to initiate and facilitate the submission of claims of qualified teachers. Eligible teachers should not be required to pursue claims through unnecessary or duplicative procedures.
23. After completing the required six (6) hours of actual teaching, a teacher may perform ancillary tasks during the remaining portion of the eight-hour workday. Subject to applicable attendance, accountability, and school policies, the teacher may perform such tasks outside the school premises when the nature of the work permits, and the arrangement has been properly documented or authorized.
24. The place where the work is performed shall not be used as the sole basis for denying the teacher credit for the workday, provided that the teacher remains accountable for the assigned duties.
25. No additional Means of Verification (MOV) shall be required solely to prove the completion of routine ancillary tasks beyond those ordinarily required under existing policies.
26. A locator slip, certificate of undertaking, or similar document may be used only to record that the teacher was authorized or permitted to perform work outside the school premises. It shall not be treated as a requirement to produce separate proof for every individual ancillary task unless specifically required by an applicable law or Department issuance.
27. Updating and maintaining learner records in the Learner Information System (LIS) form is part of the ancillary duties of the concerned class adviser. Schools should avoid creating or designating a separate LIS Coordinator where the function can properly be performed as part of the adviser's regular ancillary work.
28. Any designation that materially adds to a teacher's workload must be justified, equitably distributed, and consistent with applicable policy.
29. Coaching and mentoring are ancillary functions specifically associated with the duties of Master Teachers. These functions shall be integrated into their

workload and shall not be treated as additional teaching load unless they involve actual classroom instruction covered by the applicable rules.

30. Teaching-related assignments are performed in addition to the teacher's teaching load and ordinary ancillary duties. They do not constitute actual classroom teaching merely because they relate to instruction.
31. When such assignments are rendered beyond the prescribed working hours and are officially authorized, they shall be compensated through overtime pay, subject to the availability of funds and applicable rules. Vacation Service Credits (VSC) may be granted only when authorized under existing policy and when funding for overtime compensation is unavailable.
32. Grade-level and learning-area chairmanships are teaching-related assignments. They shall not be counted as additional teaching-load hours. These assignments must be reasonably distributed and must not result in the performance of duties that properly belong to administrative or non-teaching personnel.
33. School heads shall distribute teaching-related designations equitably, considering the teacher's position, existing workload, experience, qualifications, and other assigned functions.
34. Teachers shall be relieved of administrative designations that are properly performed by school heads, administrative personnel, or other qualified non-teaching staff. The following functions shall not be assigned to teachers:
  - a. Canteen Management;
  - b. Membership in the Bids and Awards Committee (BAC);
  - c. School-Based Feeding Program (SBFP) Coordinatorship;
  - d. Library-in-Charge or Library Coordinatorship; and
  - e. Disaster Risk Reduction and Management (DRRM) Coordinatorship.
35. The school canteen may be used by teachers as an instructional laboratory when appropriate. Such instructional use does not authorize the assignment of canteen management or administrative responsibility to teachers.
36. School heads shall immediately review existing designations and reassign prohibited functions to the appropriate personnel.
37. External community roles, including Purok Coordinator, Fiesta Coordinator, and officer of a local association, are not part of a teacher's official workload unless expressly authorized under a valid and applicable policy.
38. Participation in the School Governing Council (SGC), including service as Co-Chairperson or Secretary, shall remain voluntary or participatory and shall not be imposed as an additional administrative designation inconsistent with existing policy.

39. School-based Administrative Officer II (AO II) personnel are intended to support school operations and help reduce the administrative burden placed on teachers. They should not be routinely reassigned or detailed to Schools Division Office positions when such reassignment would impair the school's administrative support capacity. Any reassignment or detail must be supported by a lawful authority, a documented service need, and appropriate measures to ensure that the affected school continues to receive necessary administrative support.
40. All Schools Division Superintendents and School Heads shall:
- a. review existing teacher workload distributions and designations;
  - b. verify that teaching-load computations are based on actual instructional time;
  - c. immediately reassign administrative functions that may no longer be assigned to teachers;
  - d. ensure the equitable distribution of teaching-related assignments;
  - e. protect the required time for ancillary duties and instructional preparation;
  - f. facilitate the prompt validation and processing of authorized current-year teaching overload claims;
  - g. maintain accurate workload, attendance, authorization, and payment records; and
  - h. submit reports or justifications required by the Regional Office or the Department.
41. Any inconsistent local practice, designation, or documentary requirement shall be reviewed and modified to conform to applicable rules and regulations and Department policy.
42. For concerns or clarification, please coordinate with Chief Michael Girard R. Alba of the Field Technical Assistance Division via email [michael.alba@deped.gov.ph](mailto:michael.alba@deped.gov.ph), or you may call 09178882731.
43. Immediate dissemination and strict compliance with this Memorandum are highly desired.

  
**CARLITO D. ROCAFORT**  
Director IV

## Online Meeting with Regional and Schools Division Offices on the Implementation Status of Teacher Workload Policies

May 29, 2024 (9 AM-1:00 PM) - Teams

June 2, 2024 (10 AM-1:00 PM) - Teams

### Consolidated Questions and Answers

| No. | Category          | Question/Concern                                                                                                                                                                                                                                       | Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Teaching Load     | Is there a minimum and maximum allowable teaching load for teachers?                                                                                                                                                                                   | Under the Magna Carta for Public School Teachers, teachers are required to have at most six (6) hours of teaching load. This means that while six (6) hours is the maximum, teaching load may vary depending on school needs and staffing conditions. It should not be interpreted that all teachers are required to render exactly six (6) hours of teaching daily.                                                                                                                                                                                                                                                                                             |
| 2   | Teaching Load     | Is teaching load computed based on the number of learning areas handled by the teacher?                                                                                                                                                                | No. Teaching load is computed based on the actual instructional hours or minutes rendered by the teacher, and not on the number of learning areas handled.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3   | Teaching Load     | How should schools reconcile the provisions of DO 5, s. 2024 requiring Master Teachers to render at most 6 hours of actual classroom teaching with DO 24, s. 2025 granting only a maximum of 3 hours teaching load for designated Department Heads?    | While DO 5, s. 2024 generally prescribes up to six (6) hours of actual classroom teaching for all teachers, the provisions of DO 24, s. 2025 shall apply in cases where Master Teachers are officially designated as Department Heads. In such cases, schools shall adopt the prescribed 3-hour teaching load in recognition of their additional supervisory functions.                                                                                                                                                                                                                                                                                          |
| 4   | Teaching Load     | Does these advisorships have an equivalent teaching load?<br>- class advisorship<br>- school paper/sports/SEL/SSLG advisorship                                                                                                                         | Yes. Class advising duties have an equivalent 1 hour of teaching load per day or 5 hours per week. Included in the 5 hours is the 1 hours for homeroom guidance program.<br><br>No. School Paper Advisorship, Sports Program Development Advisorships, and SELG/SSLG advisorships are classified under teaching-related assignments, and these designations do not have an equivalent teaching load.                                                                                                                                                                                                                                                             |
| 5   | Teaching Load     | Is there a maximum number of allowable hours for relieving duties?                                                                                                                                                                                     | No, there is no maximum number of hours allowable for relieving duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 6   | Teaching Load     | Are Master Teachers allowed to have class advising duties?                                                                                                                                                                                             | Yes. Master Teachers may be assigned class advisory duties as determined by the School Head.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7   | Teaching Overload | Who are eligible for teaching overload pay?                                                                                                                                                                                                            | All Teacher positions are eligible for teaching overload pay, provided that their teaching load exceeds the prescribed at most six (6) Hours of actual classroom teaching per day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 8   | Teaching Overload | Can teachers with relieving duties claim for teaching overload pay?                                                                                                                                                                                    | It depends on the context. Teachers assigned with relieving duties can avail for teaching overload pay if their total teaching load exceeds the prescribed at most six (6) hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9   | Teaching Overload | Is Class advising Duties considered as teaching overload?                                                                                                                                                                                              | It depends on the context. While class advisorship has an equivalent 1 hour of teaching load, it will only be considered as teaching overload if the teacher's total teaching load exceeds the prescribed at most 6 hours.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 10  | Teaching Overload | What is the source of fund for the payment of teaching overload?                                                                                                                                                                                       | The fund source for teaching overload pay is annually lodged under the Administration of Personnel Benefits (APB) budget line item of Regional Offices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 11  | Teaching Overload | Does the Central Office release memorandums containing reminders for the payment of teaching overload?                                                                                                                                                 | Yes. Reminder memorandum on the processing of and submission of utilization reports on the payment of teaching overload are released on a quarterly basis since the implementation of DO2 and DO 5, s. 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 12  | Teaching Overload | Can teachers with teaching overload in the previous fiscal years claim their overload pay?                                                                                                                                                             | No. Compensation for teaching overload cannot be granted retroactively for the School Years before the current. This is primarily due to the policy on fund validity of teaching overload, which is limited to a single fiscal year (FY). Once a fiscal year has lapsed, the budget allocated for that year can no longer be accessed or utilized for the processing of claims.<br><br>Given this, we kindly advise all concerned personnel to ensure that any teaching overload for the current and succeeding School Years are processed and submitted within the allowable timelines, so that appropriate action and compensation can be secured accordingly. |
| 13  | Teaching Overload | Can teachers who receive Special Hardship Allowance (SHA) still claim payment for teaching overload if they exceed the prescribed teaching load?                                                                                                       | Yes. Receipt of Special Hardship Allowance (SHA) does not disqualify a teacher from claiming payment for authorized teaching overload. Teaching overload compensation and SHA are granted on different legal and policy bases.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 14  | Teaching Overload | Can teacher attendance to LAC sessions be counted as teaching overload?                                                                                                                                                                                | No. Attendance to LAC sessions, INSET, and other trainings are part of the teachers' ancillary tasks. This duty has no equivalent teaching load.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 15  | Teaching Overload | Are teachers still eligible for teaching overload pay even if there are teachers in the school with less than six (6) hours of teaching load, or if the teacher assigned with overload has certain days with less than six (6) hours of teaching load? | Yes. The eligibility for teaching overload pay is not determined solely by the presence of teachers with less than six (6) hours of teaching load, nor by whether a teacher has certain days in the week with fewer than six (6) teaching hours. Eligibility for teaching overload pay is determined by exceeding the prescribed at most six (6) hours of teaching load per day.                                                                                                                                                                                                                                                                                 |
| 16  | Teaching Overload | In cases where a school has excess teachers, can a teacher who is assigned more than six (6) hours of teaching load still claim teaching overload pay?                                                                                                 | Yes, but subject for justification. The presence of excess teachers in schools require careful review of workload distribution as part of the School Head's due diligence. If a teacher, in this context, has a teaching overload, a justification may be required at the SDO level before the release of the payment.                                                                                                                                                                                                                                                                                                                                           |

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| 17 | Teaching Overload            | Can teaching overload still be assigned in schools even if there are excess teachers, but teacher shortage exists in terms of learning area?                                                                                                                                                                                                                                                                    | Yes. If there is a shortage in a specific learning area, even in schools with excess teachers, and no appropriately specialized teacher is available, schools may assign teaching overload to ensure the continuity of instruction, subject to existing workload policies and guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 18 | Teaching Overload            | Can school heads process and facilitate teaching overload claims on behalf of teachers who are not willing or hesitant to personally claim overload pay?                                                                                                                                                                                                                                                        | In terms of processing, we can encourage our school heads to facilitate and initiate the processing of teaching overload pay of teachers since the primary documentary requirement which is the certification of overload is issued by school heads.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 19 | Teaching Overload            | When should Regional Offices (ROs) download funds for the payment of teaching overload to SDOs?                                                                                                                                                                                                                                                                                                                 | ROs should download funds for teaching overload pay upon request of the concerned SDO.<br><br>SDOs must first consolidate and validate the number of teachers with teaching overload and compute the exact funding needed for compensation. Once these requirements have been established, the SDO may request the necessary funds from the RO to facilitate the payment of teaching overload.                                                                                                                                                                                                                                                                                                                                         |
| 20 | Teacher Ancillary Task       | Is there a limit to where teachers who have completed their six (6) hours of teaching load may perform their ancillary tasks outside the school premises?                                                                                                                                                                                                                                                       | No. The policy does not prescribe a specific location where teachers must perform their ancillary tasks outside the school premises.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 21 | Teacher Ancillary Task       | Is updating at the Learner Information System (LIS) part of the teachers ancillary task?                                                                                                                                                                                                                                                                                                                        | Yes. Updating and maintaining records in the Learner Information System (LIS), is part of a teachers ancillary tasks, particularly for teachers with advisory class, as these are directly connected to homeroom guidance and management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 22 | Teacher Ancillary Task       | In many schools, only one account or user access is allowed for updating the Learner Information System (LIS), which is why schools designate an LIS Coordinator to consolidate and manage submissions. However, under DO 5, s. 2024, LIS updating is already considered part of the ancillary tasks of teachers/advisers. Given this situation, is there still a need to designate a separate LIS Coordinator? | No. While this Office understands the the operational challenges being experienced by schools, the designation of a separate LIS Coordinator is highly discouraged.<br><br>However, this concern will be elevated to appropriate office in the CO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 23 | Teacher Ancillary Task       | The provisions of DO 5, s. 2024 states that there is no need for the submission of documentary requirements to monitor the accomplishment of teacher ancillary tasks. Why are teachers required to submit a locator slip or certificate of undertaking to account for the remaining two (2) hours of ancillary tasks?                                                                                           | The submission of locator slips or certificates of undertaking is not intended to require teachers to account for or document the accomplishment of ancillary tasks. Rather, these mechanisms are used only for purposes of documenting that teachers opted to perform their ancillary tasks outside the school premises.                                                                                                                                                                                                                                                                                                                                                                                                              |
| 24 | Teacher Ancillary Task       | To what teacher workload does Coaching and Mentoring fall under?                                                                                                                                                                                                                                                                                                                                                | Coaching and Mentoring are part of the Master Teachers' teacher ancillary task under DO 5, s. 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 25 | Teacher Ancillary Task       | What Means of Verification (MOV) or documentary requirements are teachers required to submit to prove that they have accomplished their ancillary tasks?                                                                                                                                                                                                                                                        | None. The teacher workload policies do not require teachers to submit specific Means of Verification (MOV) or additional documentary requirements solely to prove the accomplishment of ancillary tasks.<br><br>In practice, one of the best indicators that ancillary tasks have been properly accomplished is the teacher's readiness and ability to effectively deliver instruction the following day, since tasks such as lesson preparation, assessment checking, learner monitoring, and other tasks incidental to teaching directly contribute to quality classroom instruction.                                                                                                                                                |
| 26 | Teaching-Related Assignments | If teachers are required to render for up to six (6) hours of actual classroom teaching and the remaining two (2) hours are allotted for teacher ancillary tasks, how should teaching-related assignments be treated in relation to the teachers' work hours?                                                                                                                                                   | Teaching-related assignments are part of the teachers' workload which is performed on top of the teachers' teaching load and teacher ancillary task. In cases where teaching-related assignments are rendered beyond the mandated teachers' work hours, such services may be compensated through Overtime Pay and/or Vacation Service Credits.                                                                                                                                                                                                                                                                                                                                                                                         |
| 27 | Teaching-Related Assignments | Does designation as Grade Level Chairperson or Learning Area Chairperson count as supplemental or equivalent teaching load in satisfying the 6 hours of actual teaching required under DO 5, s. 2024?                                                                                                                                                                                                           | No. The designation as Grade Level Chairperson or Learning Area Chairperson is not considered part of the teachers' teaching load under DO 5, s. 2024, since these chairmanship roles fall under teaching-related assignments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 28 | Teaching-Related Assignments | Do teachers who performed a teaching-related assignment outside the teacher's work hours receive both overtime pay and vacation service credits (VSC)?                                                                                                                                                                                                                                                          | No. Teachers performing their teaching-related assignments beyond the mandated work hours shall be compensated by Overtime Pay. In cases where there is no budget for overtime pay, this is the only time where teachers are going to receive VSC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 29 | Teaching-Related Assignments | Are there existing guidelines that prescribe the maximum number of teaching-related designations that may be assigned to a teacher, as well as the maximum amount of time that may be spent on teaching-related assignments?                                                                                                                                                                                    | No. At present, there are no existing guidelines that prescribe the maximum number of teaching-related assignments that may be assigned to a teacher or the maximum amount of time that may be devoted to such assignments.<br><br>However, school heads are advised to equitably distribute these designations, taking into consideration the teaching load and specialization of teachers.<br><br>Furthermore, to address this concern, BHRD is currently reviewing the possibility of developing policy guidance on teaching-related assignments, with the baseline data to be drawn from the eSF7 submissions of schools in order to better understand the nature and extent of designations currently being assigned to teachers. |

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| 30 | Administrative Tasks | How should schools reconcile the provisions of DO 7, s. 2008 on the designation of teachers as canteen managers, with the current policy direction under DO 2, s. 2024, especially since COA still advises some SDOs to follow the older guidelines?            | While DO 7, s. 2008 previously allowed the assignment of teachers as canteen managers, the current policy direction under DO 2, s. 2024 classifies canteen management as an administrative task and no longer part of the regular workload of teachers.<br><br>Hence, teachers may still use the canteen as their laboratory. However, management shall fall upon the school head or any appropriate non-teaching personnel.                                                                                                                                                                                                                  |
| 31 | Administrative Tasks | Are teachers still allowed to serve as members of the Bids and Awards Committee (BAC), or should these assignments already be removed from teachers' responsibilities?                                                                                          | No. BAC membership is considered an administrative task, which is no longer part of the teachers' workload.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 32 | Administrative Tasks | Are teachers still allowed to be assigned as School-based Feeding Coordinators under the current teacher workload policies?                                                                                                                                     | No. SBFP Coordinatorship is considered an administrative task, which is no longer part of the teachers' workload.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 33 | Administrative Tasks | Are teachers still allowed to be assigned as Library-in-Charge under the current teacher workload policies?                                                                                                                                                     | No. Library Coordinatorship is considered an administrative task, which is no longer part of the teachers' workload.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 34 | Administrative Tasks | Are teachers still allowed to be assigned as DRRM Coordinators under the current teacher workload policies?                                                                                                                                                     | No. DRRM Coordinatorship is considered an administrative task, which is no longer part of the teachers' workload.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 35 | Other Questions      | How should the Central Office address situations where LGUs conduct activities that involve teachers and learners during class hours and even beyond school time?                                                                                               | Concerns regarding LGU-initiated activities that may cause disruptions during class hours or extend beyond school time are currently being discussed in interface meetings between Central Office Bureaus/Strands/Services.<br><br>In line with this, SDOs are encouraged to properly document and identify specific instances of disruption due to LGU-led activities, as these data will serve as basis for further dialogue and coordination between LGUs, and the Department of the Interior and Local Government (DILG) to ensure that LGU activities are aligned with school operations and do not adversely affect instructional time. |
| 36 | Other Questions      | Are designations or roles created due to school participation on LGU-led activities, such as Purok Coordinator, Fiesta Coordinator, Association President, And Officer of a Local Organization, considered part of the teachers' workload?                      | No. Roles or responsibilities arising from membership in community organizations, local associations, or LGU initiatives are generally not considered part of the teachers' workload.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 37 | Other Questions      | Are SGC Co-Chairpersonship and SGC Elected Secretary considered part of the teachers' workload?                                                                                                                                                                 | The role of SGC Designated Co-Chairman and Elected Secretary is not classified as a teaching-related assignment nor as an administrative task. Nonetheless, teachers may still serve in this capacity since SGC membership is participatory and representative in nature.                                                                                                                                                                                                                                                                                                                                                                     |
| 38 | Other Questions      | What measures are being considered to address the shortage of Administrative Officer II (AO II) positions in both schools and SDOs, particularly in situations where school-based AO II personnel are reassigned or detailed to SDOs due to staffing shortages? | BHROD recognizes the staffing challenges being experienced by both schools and SDOs. As a matter of policy direction, school-based non-teaching positions are intended to support school operations and should remain assigned to schools to help reduce the administrative burden of teachers. At the same time, BHROD, through the Organization Effectiveness Division (OED), is currently studying possible staffing interventions to address personnel shortages at the division level without affecting the availability of non-teaching personnel in schools.                                                                           |