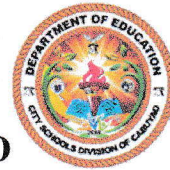


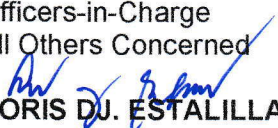


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO
City of Cabuyao



MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC – Chief, School Governance and Operations Division
Public Schools District Supervisors
All Public Elementary, Secondary, and Senior High School Heads
Officers-in-Charge
All Others Concerned

FROM : 
DORIS D.J. ESTALILLA
Officer-In-Charge
Schools Division Superintendent

SUBJECT : REITERATION OF REGIONAL MEMORANDUM DATED JUNE 23, 2015
(ENSURING EQUITABLE WORKLOADS FOR PUBLIC SERVANTS IN
DEPED CALABARZON)

DATE : July 2, 2018

This is to reiterate compliance of the policies indicated in Regional Memorandum dated June 23, 2015, re: Ensuring Equitable Workloads for Public Servants in DepEd CALABARZON.

It is worthy to restate that public school teachers are not exempt from the 8-hour workday. However, teachers are allowed to render six (6) hours of actual teaching work inside the school and may render the remaining two (2) hours outside the school for teaching related work or activities.

To ensure that the two (2) hours for teaching related tasks are fulfilled by the teachers, each teacher shall prepare a Monthly Plan of Activities to carry out these tasks to be approved by the school head. Enclosed herewith is the suggested template for “Monthly Plan of Activities to Perform Teaching-Related Tasks”.

To address concerns relative to proper entries on the Daily Time Record, the duly approved Monthly Plan shall likewise be an authority for teachers, after rendering six (6) hours actual teaching, to leave the campus on official time.

For your information and immediate compliance.

UM No. 241, s. 2018



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IV-A (CALABARZON)
Gate 2, Karangalan Drive, Cainta, Rizal



MEMORANDUM:

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL PUBLIC SCHOOL PRINCIPALS
ALL PUBLIC SCHOOL TEACHERS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : ENSURING EQUITABLE WORKLOADS FOR PUBLIC
SERVANTS IN DEPED CALABARZON

DATE : JUN 23 2015

**ON THE POLICY CONCERNING THE 6-HOURS ACTUAL TEACHING OF PUBLIC
SCHOOL TEACHERS**

1. Public school teachers are not exempt from rendering services of 8 hours per work day;
2. However, a mechanism exists allowing teachers to render 6-hours actual teaching work inside the school campus and may render the remaining 2-hours outside the school for teaching related activities, **provided that all requirements of law are complied with;**
3. **DepED Memorandum No.291 s. 2008 and DepEd Order No. 16 s. 2009** allows teachers to render 6-hours actual teaching work inside the school campus and to spend the remaining 2-hours per day outside of the school campus to prepare and/or perform the following:
 - lesson plans, action/work plans, instructional materials, evaluation/assessment of rubrics;
 - preparation and checking of exercises, recording of academic performance and classroom accomplishments;
 - conduct of research;
 - attendance to seminars, workshops and similar programs;
 - counseling, mentoring, coaching of students including home visits.

- consultation and conferences with parents;
- performance of coordination activities and recognized community social services; and
- participation in the improvement and maintenance of school facilities

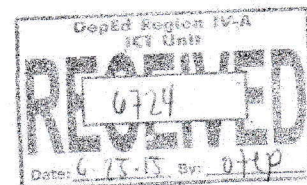
4. The mechanism for the above mentioned 2-hours work done by teachers outside the school premises shall be agreed by the principal with the teachers, parents and students, preferably through the School Governing Council or any established mechanism for school-community partnership;
5. To ensure that the 2-hours for teaching-related tasks are fulfilled by the teachers, each teacher shall prepare a Monthly Plan of Activities to carry-out these tasks to be approved by the school principal. The enclosed suggested template for the "Monthly Plan of Activities to Perform Teaching-Related Tasks" may be used and
6. To address concerns relative to proper entries on the Daily Time Record, the duly approved Monthly Plan shall likewise be an authority for teachers after rendering 6-hour actual teaching to leave the campus on official time.
7. It is being clarified that the actual teaching load refers to the time a teacher has been scheduled to hold classes in a given school day. In cases where class meetings are not scheduled on a daily basis, the 6-hours actual teaching shall be deemed fulfilled once the total teaching-learning activities facilitated by the teachers totals 30 hours or (1,800 minutes) per week;
8. A teacher assigned as class adviser or who handles special assignments such as, but not limited to; school paper moderator, gets a one or more hours load credit. A teacher assigned to do multiple special advisorships shall be entitled to a one-hour load credit. This means that class advisers or teachers with special assignments equivalent to one (1) hour shall facilitate teaching learning activities for 5-hours per day.

ON COMPENSATING SERVICES BEYOND OFFICIAL TIME

1. Every employee who renders service beyond the 8-hour per day requirement shall be entitled to Compensatory Overtime Credit or Service Credits.

- a. A teacher assigned to facilitate learning activities beyond 6 hours per day shall be entitled to service credits for every accumulated 6 hours of actual teaching overload as equivalent to one day service credit.
 - b. In schools implementing more than single shift, the head teacher or school head shall render services for 8 hours a day only. The schedule of the head teachers shall be set on staggered bases.
2. Every employee required to render service during holidays or non-working days shall be granted Compensatory Overtime Credit /Service Credit commensurate to the actual time service has been rendered.

IMMEDIATE DISSEMINATION OF AND STRICT COMPLIANCE WITH THIS MEMORANDUM IS DESIRED.



Republic of the Philippines
 Department of Education
REGION IV-A (CALABARZON)
 Gate 2 Karangalan Village, Cainta, Rizal
 Email: region4a@deped.gov.ph Fax: (02)682-2114

Division/District _____
 Name of School _____
 Address _____
 Month & Year _____

AGREEMENT ON THE 2 HOURS OF TEACHING RELATED LOADS TO BE UNDERTAKEN OUTSIDE OF THE SCHOOL CAMPUS

ACTIVITIES	WEEK 1		WEEK 2		WEEK 3		WEEK 4	
1. Preparation of daily lesson logs								
2. Preparation of instructional materials								
3. Learning Action Cell (LAC) sessions with co-teachers								
4. Checking of students outputs								
5. Computation of grades								
6. Remedial sessions for pupils/students need improvement								
7. Structuring of classroom								
8. Guidance and counselling session for students with special needs								
9. Conference with parents of students with special needs								
10. Coaching/training for ECA of pupils/students								
11. Doing community linkages								
Other Tasks								
1								
2								
3								

This is to acknowledge that the undersigned teacher and principal agree that the activities marked (V) shall be carried out on the dates indicated on the table above.

This agreement likewise serves as the authority for the teacher to be allowed to leave the campus after rendering 5-hours of actual classroom teaching and spend the two-hours outside of the school campus.

 SIGNATURE ABOVE PRINTED NAME OF SCHOOL HEAD

 SIGNATURE ABOVE PRINTED NAME OF TEACHER