



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

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DIVISION MEMORANDUM
No. 93 s. 2015

**POLICY AND GUIDELINES ON TEACHER'S WORK LOAD AND
WORKING TIME**

TO: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Administrative Officer V
Public Schools District Supervisors, Education Program Supervisors
School Heads of Public Elementary, Integrated and Secondary Schools
Public School Elementary and Secondary Teachers

1. In view of the queries forwarded in the Division regarding teacher's actual teaching work load and working time, this Office issues the **Policy and Guidelines on Teacher's Work Load and Working Time**.
2. It is expected that this policy and guidelines be disseminated to all public school teachers.
3. Wide dissemination and compliance of this Memorandum is desired.

NICOLAS T. CAPULONG, Ph.D., CESO V
Schools Division Superintendent

References: RA 1880, CSC Resolution No. 080096,
DepED Memo No. 291, s.2008,
DepED Order No. 16, s. 2009, RA 9155,
Magna Carta for Public School Teachers,
Civil Service Code

POLICY AND GUIDELINES ON TEACHER'S WORK LOAD AND WORKING TIME

1. As a general rule, public school teachers are not exempt from the eight (8) hours of work provided for in RA 1880. Based from the CSC Resolution No. 080096 dated January 28, 2009 which states that'

"Wherefore, foregoing premises considered, the Commission hereby Resolves that public school teachers are not exempt from the eight (8) hours of work provided for in RA 1880 and what is limited to six (6) hours as provided for in RA 4650 is only the work hours devoted to actual classroom teaching.

The Commission FURTHER RESOLVES that the remaining two (2) hours work that completes the public school teachers' required 8-hour work day may be spent within or outside the school premises, provided that the Secretary of the Department of Education shall provide for pertinent guidelines therein."

2. All public school teachers, regardless of status (substitute or permanent) or position (Teacher I, Teacher II, Teacher III, Master Teacher I, Master Teacher II, SPED Teacher) must be assigned full actual teaching load which is equivalent to six (6) hours actual teaching load per day from Monday to Friday and on a Saturday when declared as a make-up classes day due to suspension of classes of a regular school day brought about by natural calamities.
3. One (1) hour of actual teaching load is equivalent to one (1) hour class period/subject. Six (6) hours of actual teaching load is equivalent to six (6) hours of class periods/subjects assuming that the time allotment for one class period/subject is one hour. If, however, one class period/subject is allotted only less than one hour, one class period/subject cannot be considered one (1) hour actual teaching load. To illustrate, a school implements a double shift due to classroom shortage and therefore needs to allot only 50 minutes per class period/subject, the six (6) hours actual teaching hours is equivalent to seven (7) 50-minute actual class periods/subjects per day.
4. Advisorships and/or special assignments for the entire school year combined shall be considered as one actual teaching load. To illustrate, the special assignments of a teacher as a grade level coordinator, testing coordinator, school paper adviser, class adviser and property custodian for one school year shall be considered all together as only one actual teaching load. To complete the actual full teaching load of a teacher, he/she must be assigned with 5 more one (1) hour actual class periods/subjects or 6 more 50-minute actual class periods/subjects as the case may be. Special assignments that are not for the entire school year, ex. Chairman of the Committee for the Opening Program of an activity, cannot be considered as advisorship/special assignment within the purview of this provision.
5. The six (6) hours actual teaching load of all teachers must be reflected in the School's General Class program and Individual Teacher's Load which must be submitted to and evaluated by the SGOD and duly approved by the Schools Division Superintendent not later than every 15th May of each year. School Heads are required to issue Designation/Assignment Order duly approved by the Schools Division to teachers as proof of the one (1) hour actual teaching load for advisorship and/or special assignment of teachers. Class Advisers, Club Advisers and designated coordinators must prepare a one-year action plan for every club/organization/special assignment to be approved by the Schools Division Superintendent.

6. In the exigencies of the service, a public school teacher may be required to render more than six (6) hours of actual teaching in a day; provided that additional compensation computed at the same hourly rate of the regular compensation, plus a premium of twenty-five (25) of the hourly rate shall be paid for actual classroom teaching in excess of six (6) hours. In the event of non-availability of funds, service credits shall be granted and one (1) hour overtime work for one (1) hour work shall be 1.25 hours for purposes of determining service credits.
7. Teachers who have rendered the six hours of actual classroom teaching load shall be deemed to have completed the six (6) actual teaching work. They shall incur no under time as far as the six hours of actual teaching is concerned.
8. To comply with the eight (8) hours work requirement of RA 1880, public school teachers shall render two (2) more hours for the following teaching-related activities and duties within or outside the school premises:
 - j. Preparation of lesson plans, action/work plans, instructional materials, evaluation/assessment tools/rubrics;
 - k. Preparation and checking of exercises; recording of academic performance results and classroom accomplishments;
 - l. Conduct of research;
 - m. Attendance to seminars, workshops and similar programs;
 - n. Counseling, mentoring, coaching of students including home visits;
 - o. Consultations and conferences with parents;
 - p. Performance of coordination activities and duly recognized community social services;
 - q. Participation in the maintenance and improvement of school facilities and equipment; and
 - r. Other activities identified by School/Division/Region/ and National officials through issuances.
9. Daily Time Records (DTR), Bundy Clocks or Electronic Attendance Monitoring Systems (EAMS) must reflect that a teacher rendered six (6) hours actual teaching and two (2) hours teaching-related activity/duty within the school premises. However, for teachers who opt or need to spend the two (2) hours related teaching/duty outside the school premises, there should be mechanism for such hours work shall be agreed upon by the principal with the teachers, parents and students, preferably through the School Governing Council or any established mechanism for school-community partnership.
10. Teaching-related activities and duties mentioned above must not be done within the six (6) hours actual teaching load. School Heads must ensure that teaching related activities like meetings, insets, preparation of lesson plans, checking of papers, etc. must not be done within the six (6) hours actual teaching load of teachers.
11. The time interval between actual classroom teaching shall be counted as part of the two (2) hours spent for teaching-related activities except lunch breaks and recess periods.
12. Teachers are allowed to work from Monday to Friday as part-time teachers/employees of private schools/colleges/universities/ companies only after 5 P.M. In cases where a Saturday is a declared as a make-up class day for school days suspended due to natural calamities, teachers are required to report. Failure to report would mean absence. They must secure a Permit to Work from the Schools Division Superintendent. Likewise, a Permit to Study is necessary for teachers who would like to pursue their post-graduate studies after work hours or even during Saturdays.