



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF ANGELES CITY**



May 28, 2021

**DIVISION MEMORANDUM**  
No. 131, s. 2021

To: Assistant Schools Division Superintendent  
OIC-Chief ES  
Public Elementary and Secondary School Heads

**ONLINE ORIENTATION ON POLICY GUIDELINES ON TEACHERS' WORKLOAD, WORKING TIME,  
AND PREPARATION OF SCHOOL FORM 7**

1. Please be informed that there will be an Online Orientation on the Policy Guidelines of Teachers Workload, working time and School Form 7 on June 1, 2021 at 10:00 A.M. – 12:00 N.N. via zoom.
2. The activity aims to:
  - Clarify / discuss issues and concerns regarding the Policy Guidelines on teacher's workload and working time;
  - Provide technical assistance in the preparation of School Form 7.
3. Participants are the Education Program Supervisors, Public Schools District Supervisors, Public Elementary and Secondary School Heads, Assistant School Principals and School Class Program Coordinators.
4. Immediate dissemination of the contents of this Memorandum is desired.

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Officer-In-Charge  
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PO3/mqc



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