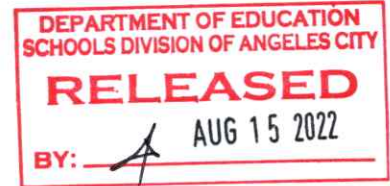




Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



August 12, 2022

DIVISION MEMORANDUM
No. 202s, 2022

REMINDERS IN THE PREPARATION OF THE GENERAL CLASS PROGRAM AND SF 7

To: Assistant Schools Division Superintendent
Chief SGOD
OIC-Chief CID
Heads of Public Elementary, Integrated, Junior and Senior High Schools
All Teaching and Non-Teaching Personnel

1. Please be informed of the following Reminders in the Preparation of the General Class Program, SF 7 and SF 4, for reference and compliance.

Reminders in the Preparation of General Class Program and SF 7.

A. The standard parameter for class size is as follows (SF 4)

| | | |
|-------------|----------------|-------------------|
| Grades 1-3 | 30-35 learners | Grade 11-12 |
| Grades 4-6 | 40-45 learners | TVL - 25 |
| Grades 7-10 | 40-45 learners | Other Tracks - 45 |

The first step into preparing the Class program is the proper allotting of number of learners per section, taking in consideration the above standard class size parameter.

The second step is determining the number of teachers and classrooms.

- B. Heads of schools that will implement shifting of classes are to attach to the General Class Programs a letter addressed to the Schools Division Superintendent requesting for the approval of the implementation of shifting of classes with justification that may include the number of rooms vs number of classes/students among others. The reduced time allotment in all subjects must be stated and also interventions to be done for the missed time.
- C. All teachers must have 6 actual teaching loads.



Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101





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

Ancillary tasks with corresponding teaching load based on DepEd Orders

| Ancillary Task | Number of teachers | Equivalent teaching load |
|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------|
| Canteen Teacher | | |
| Elementary | | |
| small schools- less than 500 | 1 | 1 |
| medium schools-501-999 | 1 | 2 |
| big schools – more than 1,000 | 1 | 3 |
| Secondary | | |
| small schools- less than 1000 | 1 | 1 |
| medium schools-1001-1499 | 1 | 2 (can be distributed to 2 teachers) |
| big schools- 1,500 and above | 1 | 3 (can be distributed to 3 teachers) |
| For Integrated school: add the number of learners in the Elem and JHS/SHS | | |
| ICT Coordinator | | |
| Elementary | 1 | 1 |
| Junior | 1 | 1 |
| Senior HS | 1 | 1 |
| Task Description: preventive maintenance of the school ICT equipment and in-charge of other related ICT-related programs and projects | | |
| LIS Coordinator (in-charge of Data Management) | 1 for Elem 1 for JHS 1 for SHS if no registrar | 1 1 1 |
| Feeding Coordinator | 1 per elementary school | 1 |
| SPG adviser | 1 | 1 |
| SSG adviser | 1 | 1 |
| Senior High School SSG Adviser | 1 | 1 |
| SPA provided with Action Plan that the school will produce a school paper for SY 2022-2023 | 1 | 1 |
| DRRM Coordinator | 1/school site | 1 |
| Career Guidance Advocates | 1 teaching load per 1,000 students | 1 |



Address: Jesus Street, Pulungbulu, Angeles City
Telephone No.(045) 322-4101





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

D. Physical facilities/Property Custodian- is the AO

Records Officership must be given to a non-teaching personnel and or the Registrar

E. Signatories for the General Class Program are as follows:

Prepared by: Chairman in the Preparation of Class Program

Noted by: School Head

Reviewed: PSDS

Recommended for Approval: ASDS

Approved: SDS

2. Submission to the ASDS's office of the reviewed General Class Program, SF7 and SF 4 (hard copies) is on August 18, 2022.

3. Wide dissemination of this Memorandum is earnestly desired.


MA. IRELYN P. TAMAYO, PhD, CESO V
Schools Division Superintendent

jmg/adavi/asds

Control No. 266



Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101

