



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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16 Jun 2025

**DIVISION MEMORANDUM**

No. **085** , s. 2025

**ADDITIONAL GUIDANCE ON THE ASSIGNMENT OF  
TEACHING LOAD TO TEACHERS**

To: Assistant Schools Division Superintendent  
Chief/s Education Program Supervisor  
Public Schools District Supervisors  
All Concerned

1. In pursuance to DM-OSEC-OUHROD-2025-0002 titled **Additional Guidance on the Assignment of Teaching Load to Teachers**, the Curriculum Implementation Division reiterates the observance of the parameters in the additional guidance on the assignment of teaching load.
2. Further, all schools must provide a just and equal distribution of teaching responsibilities.
3. Attached is a copy of the said DepEd Memorandum for easy reference.
4. For inquiries, contact Chief Donna S. Panes at donna.panes001@deped.gov.ph.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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


**WORK HOURS**

JBA/CID/DM – additional guidance on the assignment of teaching load to teachers  
0506/June 16, 2025



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Enclosure no. 1

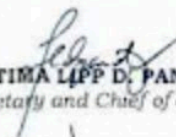
  
Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE SECRETARY


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**MEMORANDUM**  
**DM-OSEC-OUHROD-2025- 0002**

**FOR :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS

**ATTENTION :** CURRICULUM IMPLEMENTATION DIVISION

**FROM :**   
**ATTY. FATIMA LIPP D. PANONTONGAN**  
*Undersecretary and Chief of Staff*

  
**WILFREDO E. CABRAL**  
*Undersecretary for Human Resource and  
Organizational Development*

**SUBJECT :** ADDITIONAL GUIDANCE ON THE ASSIGNMENT OF TEACHING  
LOAD TO TEACHERS

**DATE :** June 4, 2025



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All concerned field officials are directed to observe the following parameters as additional guidance on the assignment of teaching load:

1. Prioritize **Master Teachers** in handling **Key Stage 1 (Kinder-Grade 3)** to maximize their competencies for the foundational years of learners.
2. Teachers shall be assigned to **teach in their area of specialization** based on their educational attainment, relevant training and experience, and professional teaching license. For education unit earners, they should follow the Professional Regulation Commission (PRC) Taxonomy in determining their area of specialization.
3. Teachers should be assigned to the learning areas and/or grade levels for which they have received **relevant training**.

The Schools Division Offices (SDOs), through the Curriculum Implementation Division (CID), shall establish monitoring mechanisms to ensure that the abovementioned parameters are consistently observed by School Heads in the distribution of teaching load:

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Telephone Nos.: (+632) 86337208; 633-7228; 687-2952; Fax No.: (02) 636-4876; Website: [www.deped.gov.ph](http://www.deped.gov.ph)



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1. Ensure the accuracy of the declared area of specialization of teachers in the electronic School Form 7 (eSF7).
2. Conduct a regular audit of teaching load using the eSF7 or similar tools to ensure that teachers are handling learning areas aligned with their licenses and training.

In addition, SDOs shall continue to prioritize hiring based on the needed specialization of schools. The Administrative Section-Personnel Unit shall include these required specializations during the call for applications and publication of vacancies.

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or through landline number: (02) 8633-5397.

For strict compliance.



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