



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS


13 June 2025

UNNUMBERED MEMORANDUM

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

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached herewith is the Memorandum DM-OSEC-OUHROD-2025-0002 dated June 4, 2025, entitled, Additional Guidance on the Assignment of Teaching Load to Teachers.
2. For your information, guidance, and widest dissemination,


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

DMN/ ADDITIONAL GUIDANCE ON THE ASSIGNMENT OF TEACHING LOAD TO TEACHERS/06/13/2025



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Republika ng Pilipinas
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM
DM-OSEC-OUHROD-2025- 0002

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS

ATTENTION : CURRICULUM IMPLEMENTATION DIVISION

FROM : ATTY. FATIMA LIPP D. ONTONGAN
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

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:

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 or through landline number: (02) 8633-5397.

For strict compliance.