



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

September 18, 2023

DIVISIONAL MEMORANDUM

No. *223* , s. 2023

REMINDER ON THE WORKING HOURS AND WORKLOAD OF THE TEACHING PERSONNEL FOR SCHOOL YEAR SY 2023-2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary/Secondary School Heads/Department Heads
Concerned Personnel
This Division

1. In reference to Memorandum DM-OUHROD-2023-1116 and Regional Memorandum No. 0497, s. 2023, re: Reminder on the Working Hours and Workload of the Teaching Personnel for School Year SY 2023-2024, this Office enjoins all Public Elementary, Junior High, and Senior High Schools to observe the following:
 - a. Exercise a fair and equitable distribution of teaching workload to maximize the **six (6) hours** of actual classroom teaching.
 - b. Protect the **two (2) hours** of all teaching personnel to cover for work incidental to teaching duties.
 - c. Accord priority to assigning actual classroom teaching over ancillary, administrative, and non-teaching tasks to the teaching personnel.
2. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps for this purpose. Hence, all decisions and actions shall be based solely on guidelines, with no discrimination on age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
3. This Office directs the immediate dissemination of this memorandum to all concerned.

NIMFA R. LAGO, CESO VI

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

PP: DIONESIO L. LIWAGON JR., CESE ✓
OIC, Assistant Schools Division Superintendent

Reference: Memorandum DM-OUHROD-2023-1116
Regional Memorandum No. 0497, s. 2023



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: deped1miz@gmail.com





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To be indicated in the Perpetual Index

Under the following subjects:

SCHOOL TEACHERS ASSIGNMENT WORK HOURS

JAG/DM - Reminder on the Working Hours and Workload of the Teaching
Personnel for School Year SY 2023-2024
__/ September 18, 2023



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