


Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**

ORD No. 2023-847

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM :  **WILFREDO E. CABRAL, CESO III**  
 Regional Director

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

DATE : August 31, 2023

1. Enclosed is a copy of Memorandum DM-OUHROD-2023-1116 dated August 10, 2023 of Undersecretary Gloria Jumamil-Mercado , relative to the “Reminder on the Working Hours and Workload of the Teaching personnel For SY 2023-2024, which is self-explanatory.
2. For immediate dissemination and compliance.

**WILFREDO E. CABRAL, CESO III**  
 Regional Director



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Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OUHROD-2023-1116

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
PUBLIC SCHOOL HEADS  
ALL OTHERS CONCERNED

FROM :  GLORIA JUMAMIL-MERCADO  
*Undersecretary for Human Resource and Organizational Development*

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

DATE : 10 August 2023

The Republic Act 4670 or the Magna Carta for Public School Teachers provides the basis for teaching hours. Except where exigencies of service so require, Section 13 emphasizes that teachers *“engaged in actual classroom teaching shall not be required to render more than six hours of actual classroom teaching a day.”* The remaining two hours shall be allotted for the *“preparation and correction of exercises and other work incidental to normal teaching duties.”*

Consistent with the Magna Carta, the Civil Service Commission (CSC), through Resolution No. 080096, provides that, *“School heads shall assign teaching loads to public school teachers to fully utilize the six (6) hours actual classroom teaching.”*

With respect to the preparations for the opening of School Year 2023-2024, all Regional Offices, Schools Division Offices, and Public Elementary, Junior High, and Senior High Schools are enjoined 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; and
- c. accord priority to assigning actual classroom teaching over ancillary, administrative, and non-teaching tasks to the teaching personnel.

For immediate dissemination and compliance.

[BHROD-SED/AQUINO]