



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

July 8, 2025

DIVISION MEMORANDUM
No. **4-21** , s. 2025

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

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Schools District Supervisors
All Others Concerned

1. Attached is the Regional Memorandum no. 0586, s. 2025, titled, Additional Guidance on the Assignment of Teaching Load to Teachers, which is self-explanatory.
2. Immediate dissemination and compliance to this Memorandum is directed.


FAY C. LUAREZ EdD, PhD TM, CESO VI
Assistant Schools Division Superintendent
OIC - Schools Division Superintendent

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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0586**, s. 2025

20 JUN 2025

ADDITIONAL GUIDANCE ON THE ASSIGNMENT OF TEACHING LOAD TO TEACHERS

To: Schools Division Superintendents
All Others Concerned

1. Attached is DM-OSEC-OUHROD-2025-0002, from Atty. Fatima Lipp D. Panontongan, Undersecretary and Chief of Staff and Dr. Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, informing field officials on the Additional Guidance on the Assignment of Teaching Load to Teachers.
2. Refer to the attached Memorandum for the full details of the additional guidance.
2. Immediate dissemination of this Memorandum and strict compliance with its provisions are hereby directed.

SALUSTIANO T. JIMENEZ EdD, JD, CESO III
Director IV
Regional Director

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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. 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

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.



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