



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

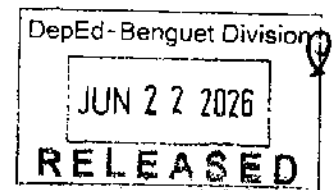
17 June 2026

DIVISION MEMORANDUM

No. 228, s. 2026

**REITERATION OF DEPED ORDER NOS. 005 AND 053, S. 2024 AND
DISSEMINATION OF SCHOOLS DIVISION OFFICE (SDO) PROCESS ON APPROVAL
OF TEACHING-RELATED ASSIGNMENTS**

TO: Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Public Schools District Supervisors / District In-Charge
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned



1. Pursuant to DO No. 005, s.2024 on the **Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload**, and DO No. 053, s.2024 on the **Implementation Guidelines for DepEd Order No. 005, s.2024**, this Office reiterates salient provisions and emphasizes the process on approval of Teaching-Related assignments.

2. The following specific provisions from the abovementioned orders are reiterated:

- a. Teachers shall render eight hours of service per day, of which **six hours** shall be devoted to actual classroom teaching.
- b. The remaining two hours of service shall be allotted for work incidental to the normal teaching duties (teacher ancillary tasks) which may be spent within or outside the school premises.
- c. Other teaching-related work or assignment, such as but not limited to being a school coordinator, shall be duly compensated in accordance with Section 14 of RA 4670.
- d. In exigency of service, actual classroom teaching in excess of the required six hours shall be compensated through payment of teaching overload, provided it does not exceed two hours per day.
- e. In circumstances where a teacher will have less than six hours of actual classroom teaching, they are given priority in the designation of teacher-related assignment.
- f. Only actual classroom teaching rendered per learning area and class advising duties are treated as teaching load and shall form part of the six hours of teaching.



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DepEd Benguet Division Office



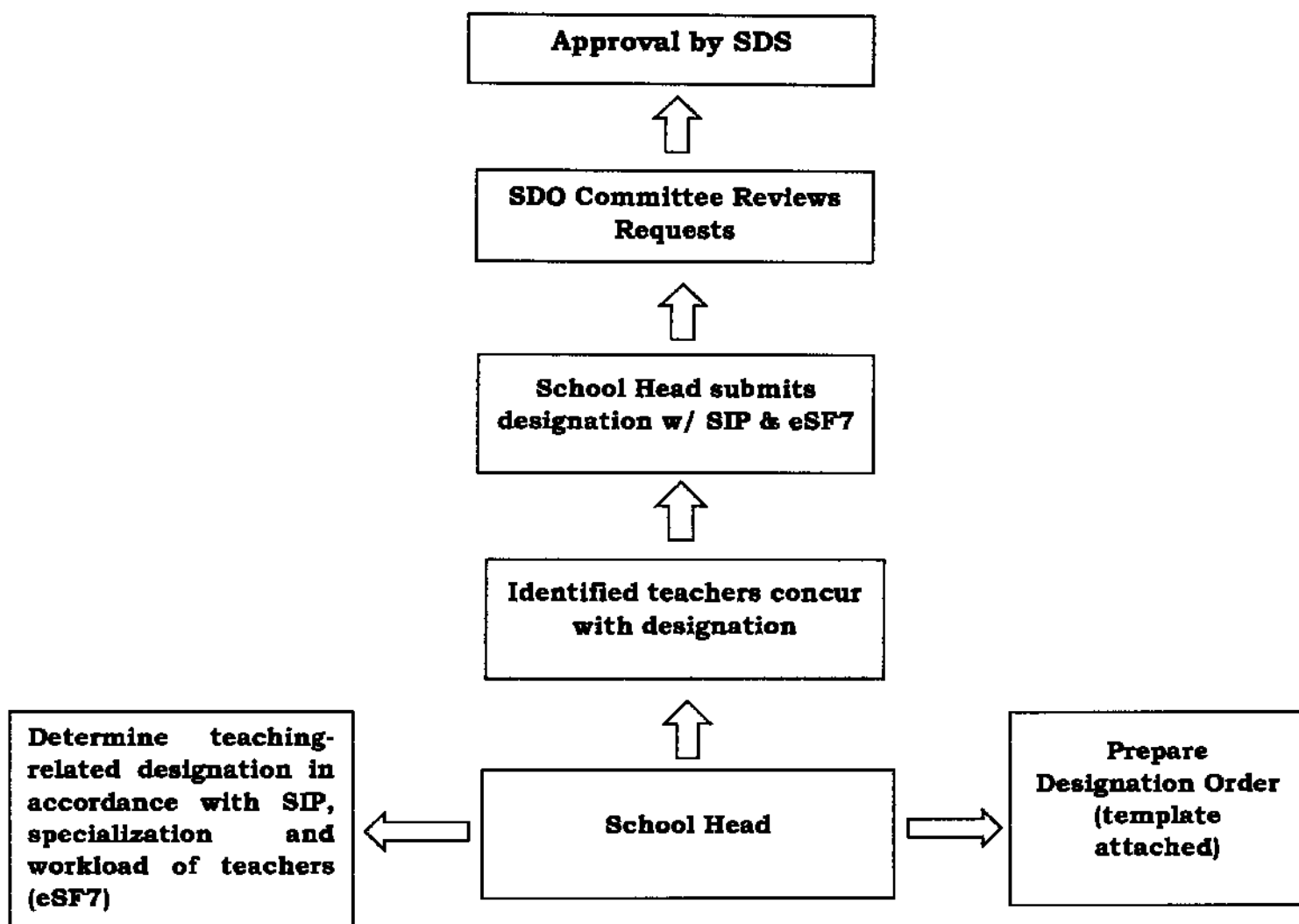


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g. To ensure that the teachers are provided with time and support to conduct intervention, the school heads shall design teachers' class programs to accommodate remediation and/or enhancement classes, whenever feasible. In such cases, these classes shall be treated as a teaching load.

3. Please refer to Section V.A.4.3 of DO 005, s. 2024 and Sections 5 and 6 letters a to e. of DO 053, s. 2024 in the designation of teachers to teaching-related assignments. **Only those with SDS-approved designations shall be given appropriate compensation as stipulated in the DepEd Orders.**

4. For clarity, the following process shall be observed in the approval of designations on teaching-related assignments.





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5. To ensure that designations are in accordance with guidelines, the following shall review and recommend before approval of the SDS:

Head: Assistant Schools Division Superintendent

Members: Planning Officer
HRMO

Secretariat: Office of ASDS

6. A template on the Designation Order for teaching-related assignment is found in Enclosure 1.

7. Attached are DO 005, s. 2024 ad DO 053, S. 2024 for further guidance.

8. For more information, all concerned may contact the Office of the Assistant Schools Division Superintendent through 422-6570.

9. Immediate dissemination of and compliance with this Division Memorandum is desired.


CARMEL P. MERIS

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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Enclosure 1 to DM 228

DESIGNATION ORDER FOR TEACHING-RELATED ASSIGNMENTS

The following personnel are hereby designated to the following teaching-related assignments:

No.	Teaching-related Assignment	Name of Personnel	Position	Duties and Responsibilities	Signature of Concerned Teacher
School Coordinator					
Trainer/ Adviser					
Chairmanship					

As such, the abovementioned personnel are expected to perform the key duties and responsibilities specified above. This designation order shall be valid for [Duration of Designation Order].

Designated teachers are also authorized to render work beyond regular work hours and shall be granted equivalent Vacation Service Credits (VSC).

Recommended by:

[Name of School Head]
[Position]
[School]

Approved by:

[Name of Schools Division Superintendent]
[Position]
[SDO]

Copy furnished:

SDO-SGOD
SDO-Administrative Unit (Personnel Section)



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