



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

July 27, 2026

DIVISION MEMORANDUM

No. **0362**, s. 2026

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**DIVISION INITIATIVES IN THE IMPLEMENTATION OF TEACHER WORKLOAD POLICIES
FOR FY 2026/SY 2026-2027 AND ONWARDS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID/SGOD)
Education Program Supervisors/Public Schools District Supervisors
Division /Section/Unit Heads
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. In support of the Department of Education's Teacher Workload Policies and pursuant to the approved **Schools Division Office of Ligao City Teacher Workload Implementation Plan for FY 2026 / SY 2026-2027 and onwards**, this Office hereby adopts and implements the **Division Implementation Plan on the Teacher Workload Policy** and directs all division offices, public schools districts, and public elementary and secondary schools to undertake the corresponding activities, interventions, monitoring, and compliance mechanisms stipulated therein.
2. The teacher workload policies include the removal of administrative tasks, teaching load, teacher ancillary tasks, teaching-related assignments, the 8-hour workday of teachers, teaching overload pay, and the granting of service credits for teaching-related assignments and teaching overload.
3. The implementation of teacher workload policies aims to:
 - a. Ensure that teachers are able to focus on their primary mandate of delivering quality instruction;
 - b. Protect teachers' instructional time from unnecessary disruptions;
 - c. Rationalize reporting and documentation requirements;
 - d. Strengthen policy awareness and understanding among teachers and school leaders; and
 - e. Promote equitable and efficient teacher deployment, workload distribution, and teaching overload management.
4. To ensure effective implementation, all concerned officials of the division and school heads of schools shall perform the following:

A. Information Dissemination and Orientation

- 1) Conduct school-based orientations and inclusion of Teacher Workload Policies in Learning Action Cell (LAC) sessions.



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- 2) Disseminate Teacher Workload Toolkits, advocacy materials, infomercials, and related policy issuances to all teachers. These advocacy materials may be accessed through this link <https://tinyurl.com/TchrWorkloadAdvocacy>.
- 3) Include Teacher Workload Policies in the induction program for newly hired teachers, school heads, and Teachers-in-Charge.
- 4) Provide opportunities for consultation, clarification, and feedback through established communication channels and through the division website helpdesk.

B. Protection of Instructional Time

- 1) Avoid conduct of meetings, seminars, trainings, and similar activities during instructional hours/blocks except when authorized and absolutely necessary.
- 2) Maximize the use of online platforms and alternative participation mechanisms whenever feasible.
- 3) Align school and division activities with the approved academic calendar and other DepEd issuances.

C. Compliance with Reporting and Documentation Policies

- 1) Strictly observe policies on the removal of administrative tasks from teachers.
- 2) Rationalize school reporting requirements and avoid requiring redundant or unnecessary reports.
- 3) Adopt standardized templates and digital submission systems whenever possible.
- 4) Ensure that reports are scheduled and submitted without disrupting classroom instruction.

D. Monitoring of Teacher Workload

- 1) Review and validate teacher workloads through the eSF7 and other prescribed monitoring tools.
 - 2) Ensure that teaching assignments are aligned with teacher specialization and school requirements.
 - 3) Monitor class sizes and staffing patterns to promote equitable teacher distribution.
 - 4) Facilitate the timely processing of teaching overload claims consistent with existing policies.
5. The Office of the Assistant Schools Division Superintendent, SGOD, CID, HRMO, and other concerned units **shall conduct monitoring, validation, and technical assistance activities to ensure compliance and continuous improvement.**
 6. **All Public Schools District Supervisors and School Heads** are directed to *immediately disseminate* the contents of this Memorandum to all teaching and non-teaching personnel and ensure strict compliance with its provisions.
 7. This Memorandum shall take effect immediately upon issuance.
 8. For information, guidance, and strict compliance.


NYMPHA D. GUEMO
Schools Division Superintendent