



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
DIVISION OF AKLAN

February 12, 2020

UNNUMBERED DIVISION MEMORANDUM

**SUBMISSION OF CORRECTED TEACHING LOADS OF MASTER TEACHERS
SY 2019-2020**

To: Chief Education Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
Division Planning Officer III

1. All school heads concerned are instructed to make the necessary adjustments on the teaching loads of Master Teachers for school year 2019-2020 to comply with the required minimum load as provided in DECS Order No. 39, s. 1990 **(Deployment and Assignment of Public School Teachers)**.
2. Coordinatorship, ancillary services, and classroom advisory assignments are considered as one load regardless of the number.
3. In view of the implementation of DepEd Order No. 2, s. 2015 **(Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education)**, the services of Master Teachers serving as Observers may be considered as one load.
4. The corrected loads shall be reflected in the School Form 7 (School Personnel Assignment List and Basic Profile) signed by all teachers in the school and submitted to this office not later than February 19, 2020, c/o SGOD- Mrs. Milgie C. Villareal, Planning Officer III.
5. Attached is DECS Order No. 39, s. 1990.
6. Immediate and wide dissemination of this memorandum is desired.


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Schools Division Superintendent 



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Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

April 24, 1990

DECS ORDER
No. 39, s. 1990

DEPLOYMENT AND ASSIGNMENT OF PUBLIC SCHOOL TEACHERS

To: Regional Directors
Schools Superintendents

1. In order to answer the demands of teacher items both in the elementary and secondary schools and in anticipation of a significant increase in enrolment, the following guidelines are hereby formulated effective school year 1990-1991.
2. These guidelines shall be in conformity with RA 4670, the Magna Carta for Public School Teachers, whereby teachers are allowed a maximum of six hours of actual teaching and that anything beyond shall be compensated by overtime pay or honorarium, correspondingly.
3. In the computation, however, of actual teaching load a credit of 1 teaching load shall be given to: advisorship of a class, school paper or co-curricular activity. Coaching or handling of special/remedial classes shall be credited on the same scheme.
4. Organization of classes shall be on a minimum of at least 40 pupils/ students per class and a maximum of 55 to ensure quality education. Any fraction after a total of 110 pupils assigned to two classes shall be allowed an organization of another class.
5. In the case of a new class or of classes in far-flung barrios, a class of 15 pupils shall be allowed. A combination of two grades with 40-55 pupils is encouraged.
6. As a matter of policy, maximizing the utilization of available resources should be resorted to as follows:
 - a. Primary classes should be on a 1:1 ratio.
 - b. Intermediate classes shall be on a 5:3 or 3:2 ratio.
 - c. Secondary teachers load shall be:
 - (1) Language and science laboratory teachers be given a minimum of 6 teaching loads but not beyond 8 loads for 40-minute periods and 4 teaching loads for a 60-minute period but not beyond 6 loads.
 - (2) Other secondary non language and laboratory teaching loads shall be at a minimum of seven loads at forty minutes and a maximum of 9 teaching loads or a total of 360 minutes. Subjects taught at one hour or 1-1/2 hours based on the 1973 revised curriculum be guided by the foregoing prescribed teaching loads.

7. Other non-academic teachers shall now be involved in actual teaching as follows:

- a. All teachers on detail in non-DECS and DECS offices shall be recalled and given corresponding teaching loads.
- b. Special teachers, head teachers and principals I shall also be assigned teaching loads as follows:
 - (1) Librarian, canteen teachers, guidance and property custodians in a school with a student population of 2,000 and above shall not be given teaching loads. All the rest should be given at least 2 and not beyond 4 teaching loads.
 - (2) School and/or district coordinators should be given corresponding teaching loads of at least 2 and not more than 4 loads.
 - (3) Elementary/secondary school head teachers and department heads and secondary and elementary principals I should be given 2-4 teaching loads if they handle less than 14 teachers.
 - (4) All Master Teachers I and II be given full teaching loads, except those with special projects or researches, in which case a minimum of 4 teaching loads be given.

8. Effective this school year central school vacancies should be deployed to remote barangays especially in schools with multigrade and/or combination classes. This can be done divisions/districts wise.

9. Should there be identified excess teachers in a division, the Regional Director shall submit a recommendation for the transfer of the items to another division within the region upon previous approval by DBM and the DECS. Excess secondary teachers in vocational schools and SUC's shall be looked into for proper utilization in neighboring schools.

10. This Office shall release items only after above guidelines have been duly complied with.

11. All other laws and regulations inconsistent with the provisions of any or all of this Order are hereby rescinded or amended accordingly. Immediate dissemination is urgently requested.

(SGD.) ISIDRO D. CARINO
Secretary

Reference:

BPS Circular: No. 6, s. 1967
Attachment: 1-2--(M.O. 1-87)
To be indicated in the Perpetual Index under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
LEGISLATION
SCHOOLS
TEACHERS