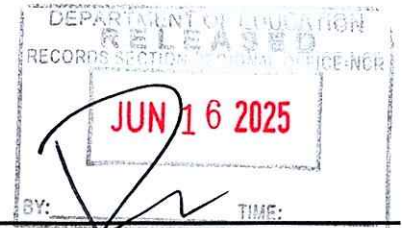





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. 512 s. 2025

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **JOCELYN DR ANDAYA** 
Regional Director, NCR
Concurrent Officer-in-Charge
Office of the Assistant Secretary for Operations

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

DATE : June 13, 2025

1. This is in reference to the attached Memorandum DM-OSEC-OUHROD-2025-0002 dated June 4, 2025, from Atty. Fatima Lipp D. Panontongan, Undersecretary and Chief of Staff and Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, relative to the above-captioned subject, for information and appropriate action.
2. Immediate dissemination of this Memorandum is desired.



6 Misamis Street, Bago Bantay, Quezon City 1105
ncr@deped.gov.ph www.depedncr.com.ph
f DepEd TAYO NCR



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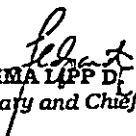


Republika ng Pilipinas
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM
DM-OSEC-OUHROD-2025- 0002

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS

ATTENTION : CURRICULUM IMPLEMENTATION DIVISION

FROM :  **ATTY. FATIMA LFP D. ONTONGAN**
Undersecretary and Chief of Staff

WILFREDO E. CASRAL
*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:

  2/F, Rizal Building, DepEd Complex, Alabang Ave., Pasig City 1600
Telephone Nos.: (+632) 86337208; 633-7228; 687-2992; Fax No.: (02) 636-4876; Website: www.deped.gov.ph

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.