



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

June 13, 2025

**REGIONAL MEMORANDUM**

No. **680** s. 2025

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

To: Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum DM-OSEC-OUHROD-2025-0002 with the subject: **Additional Guidance on the Assignment of Teaching Load to Teachers.**
2. The Schools Division Superintendents shall ensure that the parameters on the assignment of teaching load are observed.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director 

Enclosure: As stated

Reference: As stated

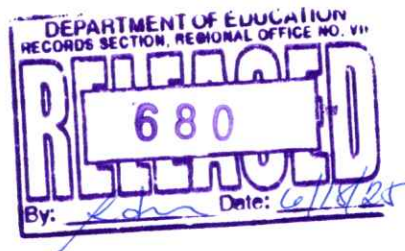
To be indicated in the Perpetual Index under the following subjects:

ASSIGNMENT

GUIDANCE

TEACHING LOAD

AD-PS-EDR





Republika ng Pilipinas

Department of Education  
OFFICE OF THE SECRETARY

DEPARTMENT OF EDUCATION  
**RECEIVED**  
RECORDS SECTION REGIONAL OFFICE NO. VII

DATE: 6-10-25

TRACKING #: 5087 TIME: 2:56

SIGNATURE: [Signature]

MEMORANDUM  
DM-OSEC-OUHROD-2025- 0002

OFFICE OF THE DIRECTOR III

Date and Time Received: 10:25 JUN 11 2025

Signature: [Signature]

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:

JUN 11 2025

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 BHRD-SED via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or through landline number: (02) 8633-5397.

For strict compliance.