



Republic of the Philippines
Department of Education
 Region III
SCHOOLS DIVISION OF PAMPANGA

June 27, 2024

DIVISION MEMORANDUM
 No. **385** s. 2024

**GUIDELINES IN THE SUBMISSION OF GENERAL CLASS PROGRAM,
 TEACHERS' CLASS PROGRAMS AND SUMMARY OF TEACHERS' LOADS**

To: Assistant Schools Division Superintendents
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

- To ensure the readiness of the schools in the opening of classes for School Year 2024-2025, this Office announces the Guidelines in the Submission of General Class Program, Teachers' Class Programs, and Summary of Teachers' Loads following the set timelines:

- July 1-5, 2024 - submission of the elementary/secondary committee to the school head/principal for checking
- July 15-19, 2024-submission of the above documents to the Curriculum Implementation Division (CID)
- July 22-25, 2024-checking of class programs by the PSDSs (for elementary) and EPSs (for secondary)
- July 26,2024- return of class programs to schools

- Anent to this activity, DepEd Order No. 21, s. 2019 titled Policy Guidelines on the K to 12 Basic Education shall be followed relative to the time allotment for Grades 2,3,5,6,8,9,10,11 & 12 Class Programs. However, in the absence of the Implementing Guidelines for the Kindergarten, Grades 1,4 & 7 under the MATATAG Curriculum, schools may draft class programs following the recommended time allotment:

- 2.1 Kindergarten- follow the usual blocks of time with **HGP 40 minutes** (once a week)
- 2.2 Grades 1, 4, and 7- follow the recommended time allotment below:

Time Allotment for Grades 1 and 4

Learning Area	G1	G4
Language	40 (5x a week)	45 (5x a week)
Reading and Literacy	40 (5x a week)	45 (5x a week)
Filipino	-	45 (5x a week)
English	-	45 (5x a week)
Mathematics	40 (5x a week)	45 (5x a week)



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Makabansa	40 (5x a week)	45 (5x a week)
GMRC	40 (5x a week)	45 (5x a week)
Science	-	45 (5x a week)
*NRP	30 (4x a week)	30 (4x a week)
*NMP	30 (4x a week)	30 (4x a week)
*HGP	30 (4x a week)	45 (once a week)
Total Time per day (in minutes)	260 (Mon-Thurs) 240 (Fridays)	330(Mon-Thurs) 315 (Fridays)
Total Time per day (in hours)	4 hr 20 min (Mon to Thurs) 4 hr (Friday)	5 hr 30 min (Mon to Thurs) 5 hr 15 min (Friday)

2.3 Time allotment for Grade 7

Time Allotment for Grade 7

LEARNING AREA	TIME ALLOTMENT
Filipino	45 (5 x a week)
English	45 (5 x a week)
Mathematics	45 (5 x a week)
Araling Panlipunan	45 (5 x a week)
MAPEH	45 (5 x a week)
GMRC	45 (5 x a week)
Science	45 (5 x a week)
TLE	45 (5 x a week)
*NMP	30 (4x a week)
*HGP	45 (once a week)
Total Time per day (in minutes)	390 (Mon-Thurs) 405 (Friday)
Total Time per day (in hours)	6 hr 30 min (Mon-Thursday) 6 hr 45 min (Friday)

*NMP and NRP are not learning areas wherein learners are given grades; however, they are provided with time allotment. (DO No. 13 & 14, s. 2023)

Catch-up Fridays shall be conducted every Friday throughout the school year. The development of the learners' reading skills shall be specifically emphasized across all learning areas scheduled in the morning while Values, Health, and Peace Education shall be integrated in all learning areas scheduled in the afternoon. HGP shall also be scheduled during Catch-up Fridays. (DM 1, s. 2024)

3. For Teachers' Loading, the following mechanisms, and standards are to be followed as articulated in DepEd Order No. 5, s. 2024:

- Master Teachers shall render six (6) hours of actual teaching and two (2) hours shall be allotted to teacher ancillary task.
- Classroom teachers shall be given six (6) hours teaching loads or five (5) teaching loads + advisory + HGP; the remaining two (2) hours shall be allotted for work incidental to normal teaching duties may be spent within or outside the school premises.
- Other teaching-related work, such as but not limited to being a school coordinator, shall be duly compensated in accordance with Section 14




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of RA 4670.

- o Actual classroom teaching in excess of the required six (6) hours shall be compensated through payment of teaching overload, provided that it does not exceed two (2) hours per day.
 - o **Remediation and/or enhancement classes** shall likewise be treated as a teaching load.
4. DepED Order No. 5, s. 2024 aims to enable teachers to focus on their core function of teaching by establishing a conducive work environment. This goal shall be achieved through fair and equitable distribution of teaching workload and implementation of streamlined set of teacher ancillary tasks and teaching related assignments.
5. The following are the signatories for the class programs:
Prepared by: Committee Chair
Verified: School Head/Principal
Checked and reviewed: PSDS (elementary)/EPS (secondary)
Recommending Approval: CID Chief
Approval: ASDS based on the jurisdiction
6. For your guidance and compliance.


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