



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**  
Tacloban City

**June 17, 2025**

**DIVISION MEMORANDUM**

**NO. 457 s. 2025**

**ADDITIONAL GUIDANCE ON THE ASSIGNMENTS  
OF TEACHING LOADS TO TEACHERS**

**TO: Assistant Schools Division Superintendent  
Concurrent OIC-ASDS & CID Chief  
Chief, School Governance & Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and  
Secondary School Heads Teachers  
All others concerned**

1. This Memorandum - DM -OSEC-OUHROD-2025-0002 outlines additional guidance for the equitable distribution of teaching loads and ensures alignment with teachers' areas of specialization. These parameters are effective immediately.

**A. Equitable Distribution of Teaching Load**

To ensure fair and efficient allocation of teaching responsibilities, the following principles must be adhered to:

1. **Prioritize Master Teachers:** Master Teachers should be prioritized for Key Stage 1 (Kinder-Grade 3) to maximize their expertise in foundational learning.
2. **Specialization Alignment:** Teachers should be assigned to teaching areas that align with their declared area of specialization as indicated in their Professional Regulation Commission (PRC) license and relevant training.
3. **Relevant Training:** Teachers should only be assigned to grade levels and subjects for which they have received appropriate training.

