



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.

