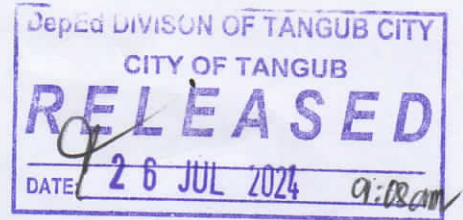




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



July 23, 2024

DIVISION MEMORANDUM
No. 248, s. 2024

SUBMISSION OF CLASS PROGRAM FOR SCHOOL YEAR 2024-2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Public Schools District In-Charge (PSDICs)
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. Pursuant to DepEd Order No. 005 titled **“Rationalization of Teachers’ Workload in Public Schools and Payment of Teaching Overload”** and DepEd Order No. 010, s. 2024 titled **“Policy Guidelines on the Implementation of the MATATAG Curriculum”**, this Office directs the field for the **Submission of Class Program for School Year 2024-2025** on or before July 26, 2024.
2. All school heads shall ensure that the teachers shall render **eight hours** of service per day, of which **six hours shall be devoted to actual classroom teaching** and the remaining **two hours shall be allotted for work incidental to the normal teaching duties which may be spent with in or outside the school premises**.
3. The mechanism, procedures, and standards stipulated in DepEd Order No. 005, s. 2024 will guide all school heads and teachers on the rationalization of teachers’ workload in the public schools, along with providing appropriate compensation and benefits to teachers who exceeded prescribed workload of working hours.
4. District In-Charges shall review the class program of their respective districts before submission to the Division Office.
5. The signatories of the class program shall conform on the following:
 - Prepared by: School Head
 - Reviewed by: District In-Charge
 - Recommending Approval: Erlinda G. Dael, PhD, CESE
Assistant Schools Division Superintendent
 - Approved by: Shambaeh A. Abantas-Usman, PhD, CESO VI
Schools Division Superintendent



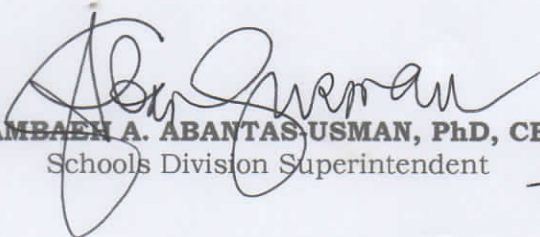
Address: Anecito Siete St. Mantic, Tangub City
Telephone: (088) 530 - 5988

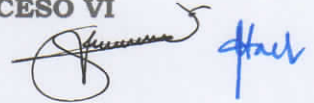


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6. For more information, please contact Rene Boy G. Roxas, Senior Education Program Specialist of the Human Resource Training and Development via 09303375846.

7. For immediate dissemination and compliance.


SHAMBAEH A. ABANTAS USMAN, PhD, CESO VI
Schools Division Superintendent



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Address: Anecito Siete St. Mantic, Tangub City
Telephone: (088) 530 - 5988