



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 276 2025

**SUBMISSION OF TEACHER AND CLASS PROGRAMS AND TEACHING -
 RELATED ASSIGNMENTS FOR SY 2025-2026**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Public Elementary and Secondary School Heads
 All Others Concerned

1. In line with DepEd Order No. 12, s. 2025 titled "*Multi-Year Implementing Guidelines on the School Calendar and Activities*", DepEd Order No. 5, s. 2024 titled "*Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload*" and Memorandum DM-OUHROD-2024-3470 titled "*Issuance and Adoption of the Revised Electronic School Form 7 (ESF7) Tool Starting School Year 2024-2025*", all public schools are required to prepare their teacher and class programs, as well as teaching-related assignments, in accordance with the time allotment specified in existing issuances.

2. A copy of the aforementioned documents must be uploaded thru the link: <https://tinyurl.com/2025-2026CLASS-PROGRAMS> on or before **May 28, 2025**. Additionally, please submit two (2) hardcopies to the SGOD and CID at the Records Office immediately for checking and verification before they are encoded in the eSF7.

3. Immediate dissemination of this memorandum is desired.



VILMA D. EDA, CESO V
 Schools Division Superintendent

Enclosure/s: as stated

References: DM-OUHROD-2024-3470

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

ESF7 CLASS PROGRAMS

gpc/SGOD/SF7



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