



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

28 MAY 2026

DIVISION MEMORANDUMNo. 396 s. 2026

**SUBMISSION OF TEACHER AND CLASS PROGRAMS AND TEACHING-RELATED
 ASSIGNMENTS FOR SCHOOL YEAR 2026-2027**

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

1. In line with DepEd Order No. 9, s. 2026 titled "*Guidelines on the Implementation of the Three-Term School Calendar in Basic Education*," all public schools are directed to prepare and submit the Teacher and Class Programs, as well as Teaching-Related Assignments (TRAs), for School Year 2026–2027.

2. In the preparation of the Teacher and Class Programs, attention is invited to the following policies:

- a. DepEd Order No. 10, s. 2024 titled Policy Guidelines on the Implementation of the MATATAG Curriculum, DepEd Order No. 12. S. 2024, titled Amendment to DepEd Order No. 10, s. 2024 (Policy Guidelines on the Implementation of the MATATAG Curriculum) shall be the basis for the preparation of class and teacher programs.
- b. DepEd Order No. 12, s. 2024, titled Amendment to DepEd Order No. 10, s. 2024 (Policy on the Implementation of the MATATAG Curriculum) specifically on Item 2.a stated as "Schools are given the flexibility in the implementation of the MATATAG Curriculum in consideration of their specific contexts, such as but limited to, typology (the type and size of school, curricular programs, and the availability of teachers and classrooms."
- c. DepEd Order No. 5, s. 2024, titled Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload shall be observed through a fair and equitable distribution of teaching workload and implementation of a streamlined set of teacher ancillary tasks and teaching-related assignments.

3. For teachers' loading, the following mechanisms, standards are to be followed as stipulated in DepEd Order No. 9, s. 2026 and DepEd Order No. 5, s. 2024:

- a. Assignment of teachers shall consider teacher specialization, subject expertise, training and educational qualifications to ensure quality instruction and curriculum alignment, particularly in the implementation of the Revised K to 10 Curriculum and Strengthened Senior High School (SSHS) Program;



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- b. Class and Teacher Programs shall adhere to the Three-Term School Calendar structure. The calendar consists of the Opening Block, Instructional Block, and End-of-Term Block to ensure protected instructional time and effective curriculum delivery;
 - c. Teacher loads, schedules and class programs shall be aligned with the prescribed instructional block and shall minimize disruptions to teaching-learning activities. Non-essential activities shall not be inserted during instructional time;
 - d. The new time allotment of sixty (60) minutes for four (4) days shall be observed in all subjects across key stages. The Homeroom Guidance Program (HGP) shall be conducted for sixty (60) minutes per week. Structured ARAL Program remediation sessions shall be scheduled for thirty (30) to sixty (60) minutes on designated days, two (2) to four (4) times per week;
 - e. Teachers handling Flexible Learning Programs (FLP), Work Immersion or other special assignments shall be given schedules and assignments consistent with existing policies and school capacity;
 - f. School-related activities and learner support programs that need to take place during the instructional block shall be strategically scheduled, preferably outside class hours;
 - g. Master Teachers shall render six (6) hours of actual teaching, while the remaining two (2) hours shall be allotted for ancillary tasks;
 - h. Classroom teachers shall be assigned either six (6) teaching loads or five (5) teaching loads plus advisory class and HGP. The remaining two (2) hours shall be allotted for work incidental to normal teaching duties, which may be performed within or outside the school premises;
 - i. Remediation and/or enhancement classes shall be considered part of the teaching load and shall follow existing DepEd guidelines on time allotment and procedures, while program-based strategies, approaches, or interventions conducted within the allotted time of a learning area to strengthen learners' skills and competencies shall not be considered an additional teaching load;
 - j. Teaching-related assignments shall be equitably distributed among teachers, taking into consideration their knowledge, skills, and expertise; and
 - k. For Senior High School, pilot schools shall implement the strengthened curriculum, while non-pilot schools shall continue implementing the old curriculum aligned with the Three-Term School Calendar.
4. The following are the signatories for the teacher and class programs:
Prepared by: School Head
Checked by: Education Program Supervisor
Recommending Approval: Assistant Schools Division Superintendent
Approved: Schools Division Superintendent



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5. Copies of the aforementioned documents shall be submitted in two (2) copies on or before May 29, 2026 to the CID and SGOD through the Records Section for checking and verification prior to encoding in the eSF7.
6. Immediate dissemination of and compliance with this Memorandum are desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl: None

References:

- DepEd Order No. 9, s. 2026
- DepEd Order No. 12, S. 2024
- DepEd Order No. 10, s. 2024
- DepEd Order No. 5, s. 2024

CID_pjaf/nar/DM/Submissionof TeacherandClassPrograms
May 18, 2026

