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

Office of the Schools Division Superintendent

13 JUL 2026

Division Memorandum

No. 535 s. 2026

REITERATION ON DEPED ORDER 5 s. 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads/OIC of Public Elementary and Secondary Schools

1. In line with the Department of Education's commitment to promoting teachers welfare and ensuring the efficient delivery of quality basic education, this Office reiterates the provisions of **DepEd Order No. 005, s. 2024, Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload.**
2. The policy was issued to rationalize teachers' workload by ensuring that they can devote more time to teaching and other instructional responsibilities. It also recognizes the need to provide teachers with flexibility in accomplishing tasks incidental to teaching while maintaining accountability and productivity.
3. Accordingly, all school heads and teachers are reminded of the following:
 - a. Teachers shall render a total of **eight (8) working hours** per day in accordance with existing laws, rules, and regulations.
 - b. **Six (6) hours** shall be devoted to **actual classroom teaching.**
 - c. The remaining **two (2) hours** shall be allotted to **tasks incidental to teaching**, including but not limited to lesson preparation, checking of learners' outputs, preparation of instructional materials, learner assessment, class record updating, communication with parents and guardians, and other teaching-related responsibilities.
 - d. Consistent with **DepEd Order No. 005, s. 2024**, the **two (2) hours for tasks incidental to teaching may be performed either within or outside the school premises**, provided that teachers accomplish their assigned duties and comply with existing DepEd policies and school regulations.
4. Any violations in connection with the implementation of DO No. 5, s. 2024 shall be reported to the Administrative Section through Ms. Daisy Ancheta, Administrative Officer V.
5. Immediate dissemination and compliance with this memorandum is desired.



VILMA D. EDA CESO V
Schools Division Superintendent



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