



Republic of the Philippines

Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

June 22, 2026

DIVISION MEMORANDUM

No. 058, s. 2026

SUBMISSION OF CLASSROOM PROGRAM AND TEACHERS' PROGRAM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads, Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. In accordance with 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," DepEd Order No. 5, s. 2024, titled "Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload," DepEd Memorandum No. 53, s. 2024, titled "Implementation Guidelines for DepEd Order No. 005, s. 2024," DepEd Order No. 9, s. 2026, titled "Guidelines on the Implementation of the Three-Term School Calendar in Basic Education," DepEd Order No. 17, s. 2026, titled "Strengthened Senior High School Curriculum," Memorandum OM-LS-2026-247, titled "Clarifications on Time Allotment, Class Programming, and Learning Resources for the Strengthened Senior High School Curriculum," and Division Memorandum No. 61, s. 2024, titled "Contextualized Elementary Class/Teachers' Program in the MATATAG Curriculum and 2016 Basic Education Curriculum," this Office directs all schools to submit their Classroom Program and Teachers' Program for School Year 2026-2027.

2. The submission shall use the contextualized format and arrangement prescribed in Division Memorandum No. 61, s. 2024, with necessary updates to reflect the Three-Term School Calendar, current curriculum implementation requirements, applicable time allotments, teacher workload parameters, and specific Senior High School class programming clarifications under OM-LS-2026-247.

3. The Classroom Program and Teachers' Program shall be prepared to:

- guide schools in organizing learner-friendly daily and weekly schedules;
- ensure adherence to the required time allotments for the Revised K to 12 Curriculum, the 2016 Basic Education Curriculum, the Strengthened Senior High School Curriculum, ARAL-related interventions, the Homeroom Guidance Program, Special Curricular Programs, Multigrade Education, and Special Needs Education, as applicable; and
- safeguard the fair and equitable distribution of teaching load consistent with teacher welfare provisions.



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4. School heads shall ensure that all submitted programs include the required legal and policy citations and annotations as specified in Enclosure No. 1 of this Memorandum. The template shall not merely show the schedule but shall also indicate the policy basis for time allotment, teaching load, overload, remediation/enhancement, class advising, HGP, ARAL/intervention blocks, asynchronous sessions, and special program provisions, as applicable.
5. For schools offering Senior High School, class programs shall clearly indicate:
 - a) instructional blocks;
 - a) opening and end-of-term blocks, when applicable;
 - b) synchronous and asynchronous sessions;
 - c) weekly class hours;
 - d) total instructional hours per subject, elective, or work immersion; and
 - e) the corresponding teacher's schedule. Asynchronous sessions shall be reflected in both the class program and the teachers' schedules as part of the teaching load.
6. Enclosure No. 2 shall serve only as a checklist of the required elements of the Classroom Program and Teachers' Program. Schools shall use it to verify if the submitted programs contain the necessary information.
7. All schools shall accomplish and submit the required templates and forms attached to this Memorandum as follows:
 - a) Enclosure No. 1 – Policy Citation and Compliance Matrix for Classroom Program and Teachers' Program;
 - b) Enclosure No. 3 – Senior High School Instructional Hours and Class Programming Matrix;
 - c) Enclosure No. 4 - Classroom Program and Teachers' Program Compliance Template duly checked against the six-hour actual classroom teaching rule, applicable overload provisions, and the 40-hour weekly class-hours ceiling for SHS class programming, where applicable; and
 - d) Enclosure No. 5 – School Transmittal and Certification of Completeness.
8. The following documents shall also be submitted along with the accomplished templates previously stated to the Curriculum Implementation Division through the respective Public Schools District Supervisors on or before July 6, 2026:
 - a) **One (1) copy** of Classroom Program per grade level/section/class in **one folder/ school**; and
 - b) **One (1) copy** of Teachers' Program per teacher, including actual classroom teaching, class advising, remediation, enhancement, or intervention, HGP or other teaching-related blocks, asynchronous sessions, ancillary task time, and overload in **one (1) folder/ school**.
9. Public Schools District Supervisors and Education Program Supervisors shall provide technical assistance to school heads in preparing, reviewing, and finalizing programs. Programs requiring alternative combinations of time allotments or exceptional scheduling arrangements shall be submitted to the Schools Division Superintendent or an authorized representative for validation and approval, in accordance with applicable issuances.

10. Immediate dissemination of and strict compliance with this Memorandum are directed.


LYNN G. MENDOZA, EdD
OIC – Schools Division Superintendent

Encls: As stated

References: DepEd Order No. 10, s. 2024
DepEd Order No. 12, s. 2024
DepEd Order No. 5, s. 2024
DepEd Memorandum No. 53, s. 2024
DepEd Order No. 9, s. 2026
DepEd Order No. 17, s. 2026
Memorandum OM-LS-2026-247
Division Memorandum No. 61, s. 2024

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

BASIC EDUCATION
CLASSROOM
CURRICULUM
ELEMENTARY EDUCATION
INCLUSIVE EDUCATION
JUNIOR HIGH SCHOOL
KINDERGARTEN EDUCATION
LEARNING AREAS
ORGANIZATIONS
SENIOR HIGH SCHOOL

CHD/JMC/DM-Submission of Classroom and Teachers' Program/06/22/2026

POLICY CITATION AND COMPLIANCE MATRIX FOR CLASSROOM PROGRAM AND TEACHERS' PROGRAM

Instruction: Schools shall cite and annotate the applicable provision/s in the Classroom Program and Teachers' Program. For Senior High School, schools shall explicitly identify instructional blocks, asynchronous sessions, and the total instructional hours credited per subject/elective/work immersion.

Issuance	Specific provision/s to cite in the template	Required reflection in the Class/Teachers' Program
<p align="center">Division Memorandum No. 61, s. 2024 "Contextualized Elementary Class/Teachers' Program in the MATATAG Curriculum and 2016 BEC"</p>	<ul style="list-style-type: none"> Provides the Division with a contextualized format; objectives include guiding schools in preparing classroom programs, ensuring adherence to time allotments for the MATATAG Curriculum, 2016 BEC, HGP, and Special Curricular Programs, and Ensures an equitable teaching load and learner-friendly schedules. Enclosures cover Kindergarten, Grades 1-3, Grades 4-6, Multigrade Education, and Special Needs Education. 	<ul style="list-style-type: none"> Use the DM 61 layout as base template; indicate grade level/section, adviser, learning areas, time blocks, teacher assignment, learner-friendly breaks, HGP/intervention/remediation/enhancement blocks, and special program adaptations.
<p align="center">DepEd Order No. 10, s. 2024 "Policy Guidelines on the Implementation of the MATATAG Curriculum"</p>	<ul style="list-style-type: none"> Provides policy guidelines for implementing the MATATAG Curriculum and serves as a guide for teachers' instructional planning and instructional leaders' supervisory/management planning; Includes curriculum features, learning delivery, classroom assessment, support, phased implementation, and sample class program annexes. 	<ul style="list-style-type: none"> Align learning areas, time allotments, and grade-level implementation with MATATAG requirements; include learning delivery and assessment considerations in teacher schedules and supervision notes.
<p align="center">DepEd Order No. 12, s. 2024 "Amendment to DO 10, s. 2024"</p>	<ul style="list-style-type: none"> Provides flexible class program options, especially for Grades 3-10: Option A—45 minutes daily per learning area for five 	<ul style="list-style-type: none"> Indicate the selected option in each class program. If using an alternative combination, attach justification and approval route.

	<p>days and 45 minutes HGP once a week;</p> <p>Option B—uniform 50/55/60-minute blocks with English, Mathematics, Science, and GMRC/Values Education five times weekly; EPP/TLE, MAPEH, AP, and Filipino four times weekly; HGP once weekly;</p> <p>Option C—other combinations subject to at least 5 hours and 30 minutes daily contact time and minimum weekly minutes. Proposed combinations require approval from SDS/authorized representative. SDOs shall provide technical assistance; schools shall protect teachers' welfare and ensure a fair distribution of teaching loads.</p>	<ul style="list-style-type: none"> • Reflect minimum weekly minutes per learning area and HGP.
<p>DepEd Order No. 5, s. 2024 – “Rationalization of Teachers’ Workload in Public Schools and Payment of Teaching Overload”</p>	<ul style="list-style-type: none"> • Teachers render eight hours of service per day: six hours of actual classroom teaching and two hours of work incidental to normal teaching duties, which may be spent inside or outside the school premises. Actual classroom teaching beyond six hours may be compensated as teaching overload, not to exceed two hours per day, subject to the policy. 	<ul style="list-style-type: none"> • Teachers’ Program shall separately show actual classroom teaching, ancillary/teaching-related time, and overload, if any. Avoid assigning administrative/non-teaching tasks to teachers in the teachers’ program.
<p>DepEd Memorandum No. 53, s. 2024 “Implementation Guidelines for DO 5, s. 2024”</p>	<ul style="list-style-type: none"> • Reiterates that teachers are not required to teach more than six hours daily; overload may be compensated for up to two additional hours daily • Teachers with fewer than six hours may be assigned teaching-related tasks in proportion to their available time. 	<ul style="list-style-type: none"> • Teachers’ Program shall show class advising, remediation/enhancement/intervention blocks, and teaching-related assignments. • Overload shall be clearly marked and supported by required forms/processes.

	<ul style="list-style-type: none"> • Only actual classroom teaching per learning area and class advising duties are treated as teaching load. • Remediation/enhancement may be accommodated whenever feasible and counted toward the teaching load. • Ancillary tasks may be performed inside or outside the school premises with no additional reporting requirements beyond those allowed in tracking documents. 	
DepEd Order No. 9, s. 2026 “Three-Term School Calendar in Basic Education”	<ul style="list-style-type: none"> • Adopts the Three-Term School Calendar to optimize instructional time, strategically implement school activities, and strengthen ARAL. • SY 2026–2027 formally opens on June 8, 2026, and ends on April 8, 2027, comprising 201 class days across Term 1 to Term 3. 	<ul style="list-style-type: none"> • Class/Teachers’ Program shall be organized and reviewed with reference to the three-term calendar and protected instructional time. • Intervention/ARAL and school activity blocks shall not unnecessarily reduce required instructional minutes.
DepEd Order No. 17, s. 2026 – “Strengthened Senior High School Curriculum”	<ul style="list-style-type: none"> • Provides policy guidelines for the Strengthened Senior High School Curriculum, to prepare SHS learners for higher education, employment, entrepreneurship, and skills development; implementation begins with Grade 11 in SY 2026–2027, and full implementation covers Grades 11 and 12 in SY 2027–2028. 	<ul style="list-style-type: none"> • For secondary schools with SHS, prepare SHS teachers’ programs and class programs based on applicable Grade 11 implementation, course/elective offerings, work immersion/technical-professional or academic pathway requirements, and school capacity.
Memorandum OM-LS-2026-247 “Clarifications on Time Allotment, Class Programming, and Learning Resources for the Strengthened SHS Curriculum”	<ul style="list-style-type: none"> • Time allotments and sample class programs in DO 17, s. 2026 may be adjusted based on school context and operational needs, provided minimum total instructional hours per subject are met within the Instructional Blocks: Core Subjects—160 hours per subject across 3 terms; 	<ul style="list-style-type: none"> • For SHS, templates shall include: instructional block/s per term; subject/elective/work immersion total hours; synchronous and asynchronous sessions; opening/end-of-term blocks; weekly class hours not exceeding 40 hours; HGP; teacher assignment;

	<p>Academic Electives—80 hours or 160 hours per subject for 1 term;</p> <p>Grade 11 Tech-Pro Electives—320 hours per subject across 3 terms;</p> <p>Grade 12 Tech-Pro Electives—320 hours per subject for 1 term.</p> <ul style="list-style-type: none"> • Only teaching and learning hours within Instructional Blocks count toward totals; Opening Block and End-of-Term Block are not counted unless used for makeup classes. • Blended learning may be conducted as needed, regardless of number of shifts, provided class hours do not exceed 40 hours per week. • Teacher workload remains governed by existing DepEd policies and RA 4670; school heads are encouraged to protect the six hours actual classroom teaching load per day. • Asynchronous sessions must be reflected in both class program and teachers' schedules as part of teaching load. 	<p>and annotation that asynchronous sessions are credited in both class and teachers' programs.</p> <ul style="list-style-type: none"> • Schools may use Annex A sample programs as a guide for Academic Track, Tech-Pro Track, and 2016 K to 12 SHS Curriculum schedules.
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SUBMISSION CHECKLIST AND TEMPLATE ELEMENTS

A. Minimum information to appear in the Classroom Program

- School name, district, school ID, grade level/section, curriculum/program classification, school year and term/s covered;
- Selected class program option/time-allotment basis, with citation to the applicable DepEd issuance;
- Daily and weekly time blocks per learning area, HGP, ARAL/intervention/remediation/enhancement, recess/health breaks, co-curricular/special program blocks, if applicable;
- Assigned teacher per learning area/time block;
- For SHS: instructional block, opening/end-of-term block, synchronous/asynchronous session label, total hours per subject/elective/work immersion, and weekly class hours;
- Notation for learners with disabilities or diverse needs requiring reasonable accommodation, without disclosing sensitive personal information;
- Review/validation signatures of Class Adviser, Teacher, School Head, PSDS, and CES-CID, as applicable.

B. Minimum information to appear in the Teachers' Program

- Teacher's name, position, specialization, grade level/s handled, adviser designation, and school year/term/s covered;
- Actual classroom teaching load per day and per week;
- Synchronous and asynchronous teaching sessions, where applicable;
- Class advising duty, remediation/enhancement/intervention, HGP, and other teaching-related assignments;
- Ancillary task time completing the eight-hour workday;
- Overload hours, if any, clearly marked and supported by the required process under DO 5, s. 2024 and DM 53, s. 2024;
- Certification that teaching load distribution is fair, equitable, and protective of teacher welfare.

C. Senior High School additional checks based on OM-LS-2026-247

- Core Subjects reflect 160 hours per subject across three terms;
- Academic Electives reflect either 80 hours or 160 hours per subject for one term, as applicable;
- Grade 11 Tech-Pro Electives reflect 320 hours per subject across three terms;
- Grade 12 Tech-Pro Electives reflect 320 hours per subject for one term;

- Only Instructional Block teaching and learning hours are counted toward total instructional hours;
- Opening Block and End-of-Term Block are excluded from instructional-hour totals unless used for makeup classes;
- Weekly class hours do not exceed 40 hours;
- Asynchronous sessions are reflected in both class program and teachers' schedules as part of teaching load;

Enclosure No. 3 to Division Memorandum No. 058, s. 2026

SENIOR HIGH SCHOOL CLASS PROGRAMMING MATRIX BASED ON OM-LS-2026-247

Schools offering Senior High School shall complete this matrix by grade level, track/pathway, term, and section.

Grade/ Track/ Pathways	Term	Subject/Elective/Work Immersion	Required Hours	Synchronous Hours	Asynchronous Hours	Instructional Block Counted?	Teacher Assigned	Remarks

Reminder: Opening Block and End-of-Term Block shall not be counted as part of instructional hours unless used for makeup classes. Total class hours shall not exceed 40 hours per week.



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Enclosure No. 4 to Division Memorandum No. 058, s. 2026

CLASSROOM PROGRAM AND TEACHERS' PROGRAM COMPLIANCE TEMPLATE

Purpose: This template shall be accomplished by all schools to summarize each teacher's load and to validate compliance with the six-hour actual classroom teaching rule, applicable teaching overload provisions, and, for Senior High School, the 40-hour weekly class-hours ceiling and instructional-hour requirements.

Policy Basis: DepEd Order No. 5, s. 2024; DepEd Memorandum No. 53, s. 2024; DepEd Order No. 9, s. 2026; DepEd Order No. 17, s. 2026; Memorandum OM-LS-2026-247; and Division Memorandum No. 61, s. 2024, as applicable.

A. SCHOOL INFORMATION

School:		School ID:	
District:		School Year:	2026-2027
Level/Program:	<input type="checkbox"/> Elementary <input type="checkbox"/> JHS <input type="checkbox"/> SHS <input type="checkbox"/> Multigrade <input type="checkbox"/> SNEd	Term/Semester:	<input type="checkbox"/> Term 1 <input type="checkbox"/> Term 2 <input type="checkbox"/> Term 3
Curriculum:	<input type="checkbox"/> MATATAG <input type="checkbox"/> 2016 BEC <input type="checkbox"/> Strengthened SHS <input type="checkbox"/> 2016 K to 12 SHS	Shift:	<input type="checkbox"/> Regular <input type="checkbox"/> AM Shift <input type="checkbox"/> PM Shift <input type="checkbox"/> Other: _____

B. SUMMARY OF TEACHING LOAD PER TEACHER

No	Teacher's Name	Position	Advisory Class	Learning Area/ Subject/s Handled	Grade/ Section	Actual Classroom Teaching Hours per Day	Actual Classroom Teaching Hours per Week	Class Advising/ HGP/ Intervention Hours	Asynchronous Teaching Hours, if any	Ancillary / Teaching-Related Time	Overload Hours per Day, if any	Total Class Hours per Week (SHS)	Remarks/ Compliance Status
1													
2													
3													



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8													

C. COMPUTATION AND VALIDATION OF TEACHING LOAD

Indicator	Computation/Entry	Compliant?	Notes/Action Needed
1. Daily actual classroom teaching load	_____ hours/day	<input type="checkbox"/> Yes <input type="checkbox"/> No	Should generally be protected at six (6) hours actual classroom teaching per day.
2. Teaching overload, if any	_____ hours/day	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Overload, if allowed, shall not exceed two (2) hours per day and shall follow required approval/payment process.
3. Eight-hour workday completion	Teaching load + ancillary/teaching-related time = _____ hours/day	<input type="checkbox"/> Yes <input type="checkbox"/> No	Identify ancillary or teaching-related time completing the eight-hour service.
4. Remediation/ Enhancement/ Intervention load	_____ hours/week	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Indicate if treated as teaching load pursuant to applicable guidance.
5. HGP/Class advising reflected	_____ hours/week	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Check if reflected in both class and teachers' programs, as applicable.



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6. SHS weekly class-hours ceiling	____ total class hours/week	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	For SHS, class hours shall not exceed forty (40) hours per week.
7. SHS asynchronous sessions reflected	____ hours/week	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Asynchronous sessions must appear in both class program and teachers' schedules as part of teaching load.
8. SHS instructional-hour requirement	Core: ___/160; Academic Elective: ___/80 or 160; Tech-Pro: ___/320; Work Immersion: ___/320	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Only teaching and learning hours within Instructional Blocks count, except makeup classes during Opening/End-of-Term Blocks.

D. CERTIFICATION

This is to certify that the teaching loads reflected in this Summary of Teaching Load per Teacher have been reviewed against the approved Classroom Program and Teachers' Program; that the six-hour actual classroom teaching rule, applicable teaching overload provisions, and SHS class programming requirements have been duly checked; and that teaching load distribution is fair, equitable, and protective of teacher welfare.

Prepared by:	Checked by:	Validated by:	Approved:
School Head	Public Schools District Supervisor	Education Program Supervisor	Chief Education Supervisor
Date:	Date:	Date:	Date:

Enclosure No. 5 to Division Memorandum No. 058, s. 2026

SCHOOL TRANSMITTAL AND CERTIFICATION OF COMPLETENESS

School		School ID	
District		Municipality	
School Year		Term/s Covered	
Curriculum/Program		Shift	
Date Submitted		Submitted Through	

Submitted Documents

No.	Required Document	Submitted?	No. of Copies/Files	Remarks
1	Classroom Program per grade level/section/class			
2	Teachers' Program per teacher			
3	Policy Citation and Compliance Matrix			
3	Senior High School Class Programming Matrix			
4	Class Program and Teachers' Program Compliance			
5	School Transmittal and Certification of Completeness			

Certification: This is to certify that the Classroom Program and Teachers' Program of Marinduque Sample Integrated School for SY 2026–2027 have been prepared, reviewed, and validated against the applicable curriculum implementation, teacher workload, time allotment, and class programming policies.

Submitted by: _____ (School Head) Date: _____
 Certified Correct by: _____ (Public Schools District Supervisor) Date: _____
 Validated by: _____ (Education Program Supervisor) Date: _____



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