



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet, 2601



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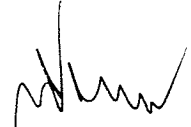
DIVISION MEMORANDUM

No. 139 s. 2018

TO: Chiefs of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/Coordinating Principals
Elementary and Secondary School Heads
Elementary and Secondary Teachers
All Others Concerned

SUBJECT: Internal Guidelines on Teaching Loads, Teacher applicants, and LGU paid teachers

1. To ensure a smooth school opening and to address the problems commonly encountered at the start of the school year, the following guidelines on Teaching Loads, Teacher Applicants, and LGU paid Teachers will be strictly followed.
2. For K - 6 Monograde Classes, grades 4 to 6 need to be departmentalized. Secondary schools with underload teachers (less than 6 hours actual teaching) which are adjacent to Elementary schools with monograde classes will teach/handle some subjects in Grades 4 to 6.
3. For schools with few enrollees per class and teachers are not fully loaded, teachers shall be assigned to handle ALS classes in the community.
4. Secondary (JHS) School Teacher applicants in the RQA with scores of 70 or more are qualified to teach in the Elementary schools. Secondary (SHS) School Teacher applicants who passed the Secondary LET is also qualified to teach in the elementary schools. They are also preferred to teach in ALS considering that most of the A & E ALS registrants are under A & E Secondary.
5. Teacher applicants are advised to have two or more majors including TESDA NCs in the different skills under TLE subjects and Tech Voc Tracks considering the deployment of teachers to small schools. The teachers need to teach two or more major subjects.
6. No more non-permanent teachers, LGU paid or volunteer teachers if not needed. There must be a request to be submitted to the Division Office for proper endorsement to the concerned LGU or NGO. In case there are needs for non-permanent teachers, selection shall be done applying the guidelines in the Recruitment and Hiring.
6. Immediate and wide dissemination of this memorandum is desired.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent