



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
City of Mandaluyong


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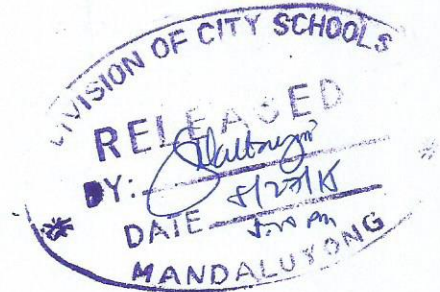


Division Memorandum No. 20, s. 2015

**PREPARATION OF CLASS ORGANIZATION REPORT
FOR SY 2015-2016 AND LOADING OF TEACHERS**

To : Chief Education Supervisor (SGOD)
Education Program Supervisors
Principals, Public Elementary and Secondary Schools
Administrative Officer V

From : 
NERISSA L. LOSARIA, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent



1. Attached is the Planning Standards to be used in the preparation of Class Organization Report for S.Y. 2015-2016. It is emphasized that all teachers shall be given teaching assignments/load equivalent to 6 teaching loads, especially the Master Teachers. The ASTPs shall have a minimum teaching load of four hours daily.

2. Determination of teaching load of teachers performing auxillary and/or ancillary services shall be based on pertinent DepEd Orders and R.A. 4670.

3. In case classrooms will not be enough for the organized number of classes, the school head shall convert ancillary rooms into classrooms. Schools shall never organize three-shift classes.

In case teachers with plantilla items are not yet enough, increase the class size to the maximum, pending the results of the ranking for Teacher-II and Teacher-III positions.

4. It is reiterated that with the data of current teaching items and available classrooms, the schools can operate within the planning standards set by DepEd-CO.

5. It is requested that all class programs shall be posted on the door before school opening for reference and checking.

6. For your guidance and compliance.

PLANNING STANDARDS

Class Size (Ideal)

<i>Kinder</i>	-	30 to 35 pupils
<i>Grade 1 & 2</i>	-	45 to 50 pupils
<i>Grade 3 to 6</i>	-	45 to 55 pupils
<i>Grade 7 to 4th Year</i>	-	50 to 55 students

Teacher : Learner Ratio

<i>Kinder</i>	-	one teacher/class (A teacher with Kinder Item will handle two classes at 3 hours each)
<i>Grade 1 & 2</i>	-	one teacher/class (self-contained)
<i>Grade 3 & 4</i>	-	one teacher/class (If semi-departmentalized, there will be NO floating or special teacher)
<i>Grade 5 & 6</i>	-	5:3 plan

LOADING OF TEACHERS IN THE SECONDARY LEVEL

SUBJECT	2002 BEC	K - 12
English	5 Loads + 1 Advisory	5 Loads + 1 Advisory
Mathematics	5 Loads + 1 Advisory	5 Loads + 1 Advisory
Science	4 Loads + 1 Advisory	5 Loads + 1 Advisory
Araling Panlipunan	6 Loads + 1 Advisory	7 Loads + 1 Advisory
Filipino	6 Loads + 1 Advisory	5 Loads + 1 Advisory
MAPEH	6 Loads + 1 Advisory	6 Loads + 1 Advisory
T.L.E.	6 Loads + 1 Advisory	6 Loads + 1 Advisory
Values Education	12 Loads + 1 Advisory	12 Loads + 1 Advisory

Note (for Secondary Level):

- **2002 BEC**
The following subjects are taught 4x a week only for 60 minutes
 - Filipino
 - Araling Panlipunan
 - MAPEH
 - T.L.E.
 Values Education is taught 3x a week
- **K – 12**
Araling Panlipunan is taught 3x a week only for 60 minutes
- Number of minutes can be reduced by 5 to 10 minutes so that classes of afternoon session will end not later than **7:20 P.M.**