



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

JUL 02 2024

**DIVISION MEMORANDUM**

No. 169, s. 2024

**SUBMISSION OF TEACHER CLASS PROGRAMS, GRADE LEVEL CLASS PROGRAMS, AND MASTER CLASS PROGRAMS FOR SY 2024-2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. As part of the preparation for the opening of School Year 2024-2025 and the ongoing efforts of this Office to enhance the efficiency and effectiveness of our public schools, all Public Elementary and Secondary School Heads are required to submit the Teacher Class Programs, Grade Level Class Programs, and Master Class Programs for SY 2024-2025 of their respective schools **on or before 19 July 2024**.
2. This requirement is critical for ensuring the following:
  - a. equitable distribution of teaching loads where a comprehensive schedule allows verification that teaching responsibilities are fairly distributed among teachers in compliance with Civil Service Commission (CSC) Resolution No. 080096 on the working hours of public school teachers;
  - b. elimination of scheduling conflicts through proper scheduling to help avoid overlaps in class times and locations, which can disrupt the teaching-learning process and cause unnecessary stress for both learners and teachers; and
  - c. prevention of confusion where clear, well-organized schedules guide all learners, teachers, and non-teaching staff where they need to be and when.
3. It must be reiterated that as per Civil Service Commission (CSC) Resolution No. 080096, School Heads shall assign teaching loads to public school teachers to fully utilize the six (6) hours actual classroom teaching.
4. The following are the basic information that must be included:
  - a. Teacher Class Program
    - Teacher's Name
    - Learning Area the teacher is teaching during that time slot
    - Specific room number where the class is held (if applicable)
    - Times when the teacher is not scheduled to teach and is available for teaching-related assignments and ancillary duties
  - b. Grade Level Class Program
    - Grade Level and Section
    - Time Slot: Each row represents a one-hour time slot
    - Learning Areas or activities for a particular time slot
    - Name of Teacher for a particular time slot
    - Room number where the class is held (if applicable)



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- c. Master Class Program
- Teachers' Name
  - Learning Areas
  - Classroom Number/Location (if applicable)
  - Class Time
  - Class Days
  - Times when the teachers are not scheduled to teach and are available for teaching-related assignments and ancillary duties
5. The suggested formats of the Teacher Class Programs, Grade Level Class Programs, and Master Class Programs are attached as Enclosure Nos. 1, 2, and 3, respectively.
6. To ensure compliance with the prescribed time allotment per Learning Area as per DepEd Order No. 31, s. 2012 and to address any potential issues before the start of SY 2023-2024, the Teacher Class Program and Grade Level Class Program shall be prepared by the School Head assisted by the AO II, reviewed by the Public Schools District Supervisor, and approved by the CID Chief while the Master Class Program shall be prepared by the School Head assisted by the AO II, reviewed by the Public Schools District Supervisor, recommended by the CID Chief, and approved by the Assistant Schools Division Superintendent.
7. Wide and immediate dissemination of and compliance with this Memorandum are desired.

**MICHELL L. ACOYONG, CESO VI**

Assistant Schools Division Superintendent  
Officer-In-Charge

Office of the Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 169, s. 2024

Suggested Format of the Teacher Class Program

Teacher's Name: Juan de la Cruz

Time Slot	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:59	Science – Grade 7 - A				
9:00-9:59	Ancillary Duties				
10:00-10:59	Science - Grade 7 - B				
11:00-11:59	Science – Grade 7 C				
12:00-12:59	Lunch Break				
1:00-1:59					
2:00-2:59					
3:00-3:59					
4:00-4:49					
Total Number of Hours Actual Teaching					

*\*the timeslot is only a SAMPLE*

Prepared by:

Reviewed by:

Approved

School Head

Public Schools District Supervisor

CID Chief



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SCHOOLS DIVISION OF KABANKALAN CITY

Enclosure No. 2 to Division Memorandum No. 169, s. 2024

Suggested Format of the Grade Level Class Program

Grade and Section: Grade 7-A

Time Slot	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:59	Science – Mr. Juan de la Cruz				
9:00-9:59	Filipino – Ms. Maria Mabini				
10:00-10:59					
11:00-11:59					
12:00-12:59	Lunch Break				
1:00-1:59					
2:00-2:59					
3:00-3:59					
4:00-4:49					

*\*the timeslot is only a SAMPLE*

Prepared by:

Reviewed by:

Approved

School Head

Public Schools District Supervisor

CID Chief



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Enclosure No. 3 to Division Memorandum No. 169, s. 2024

**Suggested Format of the Master Class Program**

Time Slot	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:59	Name of Teacher – Learning Area (Grade and Section)				
	Name of Teacher – Learning Area (Grade and Section)				
	Mr. Juan de la Cruz - Science (Grade 7-A)				
	Mrs. Perla del Mar – Filipino (Grade 8-A)				
9:00-9:59	Ms. Maria Mabini - Filipino (Grade 7-A)				
	Mr. Juan de la Cruz – Ancillary Duties)				
10:00-10:59	Mr. Juan de la Cruz – Science (Grade 7-B)				
11:00-11:59					
12:00-12:59	Lunch Break				
1:00-1:59					



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Republic of the Philippines  
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Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

2:00-2:59					
3:00-3:59					
4:00-4:49					

*\*the timeslot is only a SAMPLE*

*\*\*add rows per timeslot as needed*

Prepared by:

Reviewed by:

School Head

Public Schools District Supervisor

Recommending Approval:

Approved:

CID Chief

Assistant Schools Division Superintendent