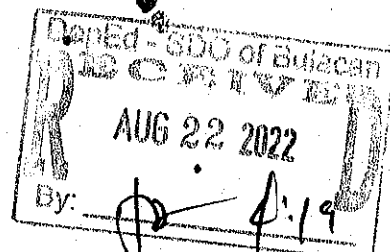




Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



CORDS SECTION, REGIONAL OFFICE NO. III



REGIONAL MEMORANDUM

No. 431 s. 2022

OPERATIONALIZATION OF FACE-TO-FACE CLASSES FOR THE SCHOOL YEAR 2022-2023

To: Schools Division Superintendents
Curriculum Implementation Division Chiefs
Elementary and Secondary School Principals
All Others Concerned

1. In consonance with the Department of Education (DepEd) Order No. 34, s. 2022, titled School Calendar and Activities for the School Year 2022-2023 particularly on the implementation of 5 days of in-person classes, the following shall be considered:

a. **Class Program**

As stated in DepEd Order (DO) No. 34, 2022, it is reiterated that the time allotment for in-person class hours shall be based on Annex 1 (Elementary Education) and Annex 2 (Secondary Education) of DO 21, s. 2019, re: Policy Guidelines on the K to 12 Basic Education Program.

The table below contains information to easily locate the time allotment per grade level/key stage in DO 21, s. 2019.

Grade Level/Key Stage Time Allotment	Table Number	Page(s)
Kindergarten	Table 1.1	23
Grades 1 to 3	Table 1.3	30
Grades 4 to 6	Table 1.5	37
Junior High School	Table 2.3	55
Senior High School Core Curriculum Subjects	Table 2.6	61
Applied Track Subjects	Table 2.8	63
Specialized Subjects for TVL: Agricultural and Fisheries Arts (AFA) Strand	Table 2.18	73-74
Specialized Subjects for TVL: Home Economics (HE) Strand	Table 2.19	76
Specialized Subjects for TVL: Industrial Arts (IA) Strand	Table 2.20	78-79
Specialized Subjects for TVL: Information and Communications Technology (ICT) Strand	Table 2.21	81





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b. **Class Size**

Item no. 49 of Enclosure No. 1 of DO 34, s. 2022, states that **“Physical distancing shall be observed whenever possible.”** However, wearing of facemask anywhere and always is mandatory for both teachers and learners.

Ideal class size per grade level shall be accommodated in the in-person classes.

The class size per grade level below may be adopted.

Grade Level	Class Size/Number of Learners	
	Minimum	Maximum
Kindergarten	25	30
Grade 1 to 3	30	35
Grades 4 to 6	40	45
Junior High School	40	45
Senior High School	40	

c. **Shifting of Classes**

In schools where there are insufficient classrooms and chairs due to many enrollments, shifting of classes may be employed. Likewise, a **shortened class program may be implemented provided that enrichment activities shall be given to the concerned learners to compensate for the number of minutes deducted for class interaction.**

d. **Schools in Transition**

In the transition period from August 22, 2022, to October 31, 2022, it is reiterated that schools that did not implement face-to-face classes may implement any of the following options per DO 34, s. 2022:

d.1 Five days of in-person classes;

d.2 Blended learning modality:

d.2.1 three days of in-person classes and two days of distance learning (modular, online, or television/radio-based instruction); and thereafter, four days of in-person classes and one day of distance learning (modular, online, or television/radio-based instruction)

e.g. Mondays to Wednesdays (in-person classes) and Thursdays to Fridays (distance learning).



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e.g. Mondays to Thursdays (in-person classes) and Friday (distance learning).

d.3 Full Distance Learning.

The time allotment for each learning area shall also be based on Annex 1 (Elementary Education) and Annex 2 (Secondary Education) of DO 21, s. 2019, regardless of the learning modality that shall be used.

The concerned teachers shall strictly monitor their learners during the distance learning part of the blended learning modality to ensure that their learners are doing their assigned tasks.

e. **Health Protocols**

In addition to the guidelines on the prevention of COVID-19 and other infectious diseases cited in DO 34, s. 2022, the following health protocols shall be observed:

- i. Observe proper etiquette when coughing and sneezing.
- ii. Keep hands clean by frequently washing with soap and water or using alcohol.
- iii. Wear a mask indoors, and outdoors when physical distancing is not possible.
- iv. Clean and disinfect frequently touched surfaces such as door handles, desks, tables, and others.
- v. Avoid sharing of learning materials and other school supplies and materials.
- vi. Keep the classroom doors and windows open to ensure proper ventilation.
- vii. Place ventilation fans where air flows from the fans shall not be from person to person. The fan can be placed in front of an open window or door to increase airflow and push indoor air outside.

f. **Vaccination of Learners and Teachers**

In connection with the vaccination of learners, schools shall coordinate with the Department of Health for counseling on the benefits of COVID-19 vaccination of the family of an unvaccinated learner and implement mobile vaccinations for those who sign a written consent to be vaccinated as stated in DO 34, s. 2022.



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As stated in the Civil Service Commission (CSC) Memorandum Circular (MC) No. 07, s. 2022, to prevent contracting serious to critical illness, and ultimately deaths due to COVID-19, and to secure the overall health and wellness of all government officials and employees who are tasked to do on-site work, unvaccinated government officials and employees shall undergo Reverse Transcription Polymerase Chain Reaction (RT-PCR) testing and present a negative result thereof. The frequency of the RT-PCR should be determined by the heads of government agencies, instrumentalities including local government at least once every two weeks. Provided that, Rapid Antigen Tests may be resorted to when RT-PCR testing capacity is insufficient or not immediately available (IATF Resolution No. 149, s. 2021 dated November 18, 2021).

In addition, it is also specified in CSC-MC 07, s. 2022, that CSC fully supports the National Vaccination Deployment Plan of the national government and strongly encourages all eligible government officials and employees to be vaccinated against COVID-19. They shall, however, not be compelled to get vaccinated through whatever means which may include, among others, being discriminated against in terms of tenure, promotion, training, pay, and other non-discretionary benefits, or being forced to take a leave of absence chargeable to leave credits.

Likewise, it is stated in the mentioned CSC-MC that "the COVID-19 testing shall be for the account of the government officials and employees. **Government agencies, instrumentalities including local government units may cover the cost of the RT-PCR or antigen tests to be administered at least once every two weeks to unvaccinated government officials and employees who are tasked to do on-site work, subject to availability of funds and usual accounting rules and regulations.**"

Unvaccinated teachers must strictly observe the minimum public health standards, especially in spaces shared with the learners.

DepEd offices and schools shall not be held liable should any personnel become COVID-19 positive but shall continue to educate stakeholders about the benefits of getting vaccinated and the risks of not being vaccinated against COVID-19.

2. Relative to DepEd Memorandum (DM) No. 291, s. 2008, Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers and DO 16, s. 2009, Addendum to DM 291, s. 2008, the following provisions are hereby reiterated:



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- a. Public school teachers shall render at most six (6) hours of actual classroom teaching a day, except when undertaking academic activities that require presence outside the school premises, i.e., educational trips. The six (6) hours of actual classroom teaching shall cover the full teaching load of a teacher as indicated in the class program as clarified in DO 16, s. 2009.
- b. All advisership and/or special assignments for the entire school year combined shall be considered as one teaching load;
- c. A teacher with six (6) hours of actual classroom teaching and/or equivalent teaching-related activities and duties shall render the remaining two (2) hours of **work within or outside the school premises** to comply with the eight-hour workday by engaging in the following teaching-related activities and duties:
 - i. Preparation of lesson plans, action/work plans, instructional materials, evaluation/assessment tools/rubrics;
 - ii. Preparation and checking of exercises; recording of academic performance results and classroom accomplishments;
 - iii. Conduct of research;
 - iv. Attendance to seminars, workshops, and similar programs;
 - v. Counseling, mentoring, and coaching of students including home visits;
 - vi. Consultations and conferences with parents;
 - vii. Performance of coordination activities and duly recognized community social services;
 - viii. Participation in the maintenance and improvement of school facilities and equipment; and
 - ix. Other activities identified in the specific guidelines that shall be formulated at the school level considering the unique conditions in schools such as the shifting of classes, if applicable, the availability of faculty rooms, classrooms, and teachers, and the nature of teaching-related duties to be given priority. Decisions on this matter shall be agreed upon in meetings with representatives of the school administration, teachers, students, and parents, preferably through the School Governing Council or any established mechanism for school-community partnership.

DO 16, s. 2009 also clarified that the time interval between actual classroom teaching shall be counted as part of the two (2) hours spent for teaching-related activities except for lunch breaks and recess periods. It is further explained in the mentioned Memorandum that teachers who have rendered the six (6) hours of actual classroom teaching duly reflected



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- in their daily timecards shall be deemed to have completed the required daily working hours and must not declare to have incurred undertime in the report of attendance and must not be subjected to salary deductions by the concerned payroll services unit.
- d. A teacher with less than six (6) hours of actual classroom teaching shall render additional hours of appropriate teaching-related activities and duties enumerated in 3 (c) **within the school premises** to complete six (6) hours.
 - e. It is reiterated in DO 16, s. 2009 that the mechanism for the additional two hours of work done by teachers outside the school premises shall be agreed upon by the principal with teachers, parents, and students, preferably through the School Governing Council or any established mechanism for school-community partnership.
3. Public Schools District Supervisors/Education Program Supervisors shall review and check the Class Programs and Teachers' Programs prepared by the school heads to ensure compliance with DO 21, s. 2022, DM 291, s. 2008, and DO 16, s. 2009, respectively and give technical assistance, if necessary.
 4. Schools Heads/Head Teachers/Department Heads/shall monitor the preparedness of the teachers in executing their tasks and provide technical assistance if necessary.
 5. Immediate dissemination of and compliance with this Memorandum is enjoined.

Digitally signed by Eclar May
Bitanga
Date: 2022.08.21 20:49:54 +0800

MAY B. ECLAR, PhD, CESO III
Regional Director

Encl.: None

References: DepEd Order No. 34, s. 2022
Civil Service Memorandum Circular No. 7, s. 2022
DepEd Order No. 21, s. 2019
DepEd Memorandum No. 291, s. 2008
DepEd Order No. 16, s. 2009

To be indicated in the Perpetual Index
under the following subjects



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BLENDED LEARNING MODALITY
CLASS SIZE
CLASS PROGRAM

FACE-TO-FACE CLASSES
SHIFTING OF CLASSES

Clmd1
August 15, 2022



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