



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

October 19, 2026

DIVISION MEMORANDUM

No. ~~476~~⁴⁷⁷, s. 2026

**REITERATION ON THE PREPARATION OF CLASS PROGRAMMING
AND CONDUCT OF TERM EXAMINATION**

To: Assistant Schools Division Superintendents

Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Secondary School Heads
All Others Concerned

1. In view of the Department's commitment to efficient Revised K to12 Curriculum Implementation through Class Programming and administration of Term Examinations, this Office hereby reiterates existing policies for strict compliance by all secondary schools.
2. This Memorandum aims to standardize procedures, optimize teacher loading, ensure appropriate time allocation per learning area, and guarantee a valid and reliable conduct of Three-Term Assessments.

3. Guidelines on Class Programming

- All schools shall prepare their Class Programs based on the prescribed time allotment per learning area as stipulated in DO No. 10, s. 2024 and DO No. 12, s. 2024. Any deviation is not allowed.
- The regular teaching load of a teacher shall be six (6) hours of actual classroom teaching per day, equivalent to thirty (30) hours per week. Two (2) hours shall be allotted for teaching-related duties such as preparation of lesson exemplars, checking of learners' outputs, and relevant activities.
- Assignment beyond six hours shall be considered as teaching overload, subject to existing guidelines on approval and compensation.
- Class Programs must explicitly indicate: Learning Area, Time Slot, Name of Teacher, Grade Level and Section, and Room Assignment. The Homeroom Guidance Program (HGP) shall be reflected once a week.
- Double-shifting of classes and concurrent class handling are strictly prohibited unless with written authorization from the Schools Division Superintendent due



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

to justifiable reasons such as severe classroom shortage or other relevant reasons.

4. Guidelines on the Conduct of Term Examination

- Term Examinations shall be administered at the end of each Term based on the School Calendar for SY 2026-2027.
- All test questionnaires shall be Table of Specifications (TOS) - based and shall be quality assured by the department heads and school heads.
- Term Assessment shall be conducted for two (2) days for both Junior and Senior High School.
- Examination Schedule for Schools Implementing Shifting: Schools implementing shifting schedules shall administer examinations for four (4) learning areas on the first examination day and the remaining four (4) learning areas on the second examination day. The schedule shall be implemented across the applicable shifts, with appropriate time allocation and safeguards to ensure orderly administration and assessment integrity.
- Assistance of Floating Teachers: Floating teachers shall assist in the administration and supervision of Summative Tests and Term Examinations, as assigned by the School Head, to ensure the orderly, systematic, and timely conduct of assessments. Assignments shall be coordinated with the concerned teachers and shall safeguard the security, integrity, and confidentiality of test materials.
- The Term examination must be teacher-made, competency-aligned, and strictly based on lessons actually covered in class.
- Other schemes and strategies not mentioned or deemed more appropriate for some schools shall be allowed provided that they shall adhere to and maintain the orderly, fair and systematic conduct in consideration to upholding integrity and reliability of assessment and its results.
- Results of assessments shall be recorded to become basis of performance and instructional adjustments. These must be further utilized to address gaps through remediations and innovations.

5. Legal Bases and References

- DepEd Order No. 12, s. 2024 - Amendment to DepEd Order No. 10, s. 2024
- DepEd Order No. 10, s. 2024 – Policy Guidelines on the Implementation of MATATAG Curriculum
- DepEd Order No. 15, s. 2026 – Revised Guidelines on Classroom Assessment, Grading System, and Awards and Recognition for the K to 12 Basic Education Program starting in SY 2026-2027



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

- DepEd Order No. 009, s. 2026 – Guidelines in the Implementation of the Three-Term School Calendar in Basic Education.
5. It is expected that this Division Memorandum will be discussed and explained to all teachers during a meeting to ensure proper understanding and consistent implementation
6. Immediate dissemination and strict compliance with this Memorandum is directed.


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Schools Division Superintendent