



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

**Office of the Schools Division
Superintendent**

08 AUG 2023

DIVISION MEMORANDUM
No. 555, s. 2022

**ONLINE VALIDATION OF BASELINE DATA ON THE NON-TEACHING TASKS
ASSIGNED TO TEACHERS**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public School District Supervisor
School Heads/Public and Private
All Others Concerned

1. Please be informed that there will be a one-day **Online Orientation on the Workload Balancing Tool** on August 11, 2023 from 8:00 AM to 11:00 AM. The meeting link will be accessed through: <https://bit.ly/WBT-OnlineOrientation>.
2. The purpose of the meeting is to validate the current data on the most common non-teaching tasks designated to teachers which were identified by the Planning Service in 2018.
3. The participants are the Regional Planning Officers, the Division Planning Officer, and Selected Schools below:
 - a. Amlan Central School
 - b. Mabato Provincial Community High School
 - c. Bulak Elementary School
 - d. Talostos Elementary /school
 - e. Mabinay Science High School
 - f. Bulwang Elementary School
 - g. Bala-as Elementary School
 - h. Campuyo Elementary School
 - i. Mandalupang Elementary School
 - j. Siaton National High School
4. To facilitate an effective and efficient online orientation, the participating school schools are requested to prepare their accomplished **School Form 7 (SF7) for 2022-2023** duly signed by the School Head, attested by the School Checking Committee, and validated by the Division Planning Officer III.




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5. Schools are also requested to download in advance the copy of the **Workload Balancing Tool** through: <https://bit.ly/WBT-template>.
6. For confirmation of attendance and submission of the S.Y 2022-2023 School Form 7, please accomplish the online form through this link: <https://bit.ly/WBTConfirmation> on or before August 9, 2023.
7. For more information, please see attached Department of Education Memorandum.
8. Immediate dissemination of and compliance with this memorandum to all concerned is desired.


NERI C. QUASTRO, CESE
Schools Division Superintendent
Negros Oriental Division
8/7/23


NCO/-JMA-MKP-NLR/RBP/ktc
August 7, 2023




Republic of the Philippines
Department of Education

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1003

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : 
GLORIA JUMAMIL-MERCADO
Undersecretary
Human Resource and Organizational Development

SUBJECT : ONLINE VALIDATION OF BASELINE DATA ON THE NON-TEACHING TASKS ASSIGNED TO TEACHERS

DATE : July 27, 2023

The Department of Education (DepEd) under the **MATATAG** Agenda aims to manage teachers' workload to **give support to teachers to teach better**. To achieve this goal, it is crucial to validate the current data on the most common non-teaching tasks designated to teachers which were identified by the Planning Service in 2018.

In view of the above, the Department **endeavors to validate the baseline data on the non-teaching tasks assigned to teachers using the Workload Balancing Tool**. The collected data shall be used for the analysis of the current workload of teachers and as input for policy recommendations to govern non-teaching tasks.

In this regard, the BHROD-School Effectiveness Division (BHROD-SED), in collaboration with the Planning Service, shall conduct an **Online Orientation on the Workload Balancing Tool to select schools on August 7 and August 11, 2023**. The meeting link can be accessed through: <https://bit.ly/WBT-OnlineOrientation>.

The details of the orientation are as follows:

A. Participants and Schedule

Online orientation shall be conducted in three (3) clusters via **MS Teams** with respective dates as follows:

Cluster	Date/Time	Target Participants
1 Luzon Cluster	August 7, 2023 PM Session 1:00 PM to 4:00 PM	Per Regional Office (RO): Regional Planning Officer Per Schools Division Office (SDO): Division Planning Officer Per Participating School: School Head and administrative staff or designated personnel

<p>2 Visayas Cluster</p>	<p>August 11, 2023 AM Session 8:00 AM to 11:00 AM</p>	<p>Per Regional Office (RO): Regional Planning Officer</p> <p>Per Schools Division Office (SDO): Division Planning Officer</p> <p>Per Participating School: School Head and administrative staff or designated personnel</p>
<p>3 Mindanao Cluster</p>	<p>August 11, 2023 PM Session 1:00 PM to 4:00 PM</p>	<p>Per Regional Office (RO): Regional Planning Officer</p> <p>Per Schools Division Office (SDO): Division Planning Officer</p> <p>Per Participating School: School Head and administrative staff or designated personnel</p>

Kindly refer to the enclosed **Annex A** for the *Indicative Program Design of the Activity* and **Annex B** for the specific *List of Participating Schools*.

B. Pre-Work

To facilitate an effective and efficient online orientation, participating schools are requested to prepare their **accomplished School Form 7 (SF7)** for **SY 2022-2023** duly signed by the School Head, attested by the School Checking Committee (SCC), and validated by the Division Planning Officer.

Further, participants are also requested to download in advance the copy of the **Workload Balancing Tool** through: <https://bit.ly/WBT-template>.

C. Pre-Registration and Submission of SY 2022-2023 School Form 7 (SF7)

For confirmation of attendance and submission of the SY 2022-2023 School Form 7, please accomplish the online form through this link: <https://bit.ly/WBTConfirmation> **on or before August 4, 2023**.

For further clarifications and concerns, you may contact BHRD-SED through **8633-5397** or via email at bhrod.sed@deped.gov.ph.

For dissemination and appropriate action.

Annex A

Indicative Program Design

Date: August 7, 2023 (Luzon Cluster – PM Session)
August 11, 2023 (Visayas Cluster – AM Session)
August 11, 2023 (Mindanao Cluster – PM Session)

Resource Speaker: Mr. Jonathan F. Diche – Planning Service Office of the Director
Platform: MS Teams (<https://bit.ly/WBT-OnlineOrientation>)

Objectives:

1. To conduct orientation on the Workload Balancing Tool
2. To validate baseline data on the non-teaching tasks assigned to teachers

Time	Activity
AM SESSION 8:00 AM – 8:20 AM	Preliminary Activities Philippine National Anthem Prayer
PM SESSION 1:00 PM – 1:20 PM	Recognition of Participants Photo Opportunity Welcome Remarks
AM SESSION 8:20 AM – 8:25 AM	Activity Objectives Program Flow
PM SESSION 1:20 PM – 1:25 PM	House Norms and Reminders
AM SESSION 8:25 AM – 8:30 AM	Context and Background
PM SESSION 1:25 PM – 1:30 PM	
AM SESSION 8:30 AM – 9:30 AM	Orientation Proper
PM SESSION 1:30 PM – 2:30 PM	
AM SESSION 9:30 AM – 9:40 AM	Health Break
PM SESSION 2:30 PM – 2:40 PM	
AM SESSION 9:40 AM – 10:30 AM	Open Forum/ Hands-on Activity
PM SESSION 2:40 PM – 3:30 PM	
AM SESSION 10:30 AM – 11:00 AM	Wrapping-up and Closing Activities
PM SESSION 3:30 PM – 4:00 PM	

413	JHS	Region VII	Bohol		
414	ES	Region VII	Bohol	312336	Lungsodan High School
415	JHS	Region VII	Bohol	118575	Ilaud ES
416	ES	Region VII	Bohol	302848	Dusita High School
417	JHS	Region VII	Bohol	118728	Sto. Niño ES
418	ES	Region VII	Bohol	302914	Union National High School
419	ES	Region VII	Cebu	118850	Balingasao-Loctob ES
420	ES	Region VII	Cebu	118910	Olango ES
421	ES	Region VII	Cebu	119009	Patong ES
422	ES	Region VII	Cebu	500651	Zaragoza Integrated School
423	ES	Region VII	Cebu	119103	Tubod ES
424	ES	Region VII	Cebu	119147	Doña Milagros Osmeña ES
425	JHS	Region VII	Cebu	119217	Duyan ES
426	ES	Region VII	Cebu	312411	Calerohan National High School
427	ES	Region VII	Cebu	119329	Sacsac ES
428	ES	Region VII	Cebu	119449	Salmeron ES
429	ES	Region VII	Cebu	119459	Dalingding Sur ES
430	ES	Region VII	Cebu	119502	TUNGA ELEMENTARY SCHOOL
431	ES	Region VII	Cebu	119569	Sacsac ES
432	SHS	Region VII	Cebu	119603	Tupas ES
433	ES	Region VII	Cebu	500665	Tambongon IS
434	ES	Region VII	Cebu	119697	Kandamiang ES
435	ES	Region VII	Cebu	187015	Cabutongan ES
436	ES	Region VII	Cebu	119760	SALAG ELEMENTARY SCHOOL
437	ES	Region VII	Cebu	502000	Dalid Integrated School
438	ES	Region VII	Cebu City	119921	Kang-atis ES
439	SHS	Region VII	Cebu City	187501	Quiot ES
440	ES	Region VII	Cebu City	303159	Pardo NHS (Day & Night)
441	JHS	Region VII	City of Naga, Cebu	500224	Dr. Emilio Osmeña ES
442	JHS	Region VII	City of Naga, Cebu	325301	Alpaco National High School
443	ES	Region VII	Danao City	325306	Antonio R. Lapiz National High School
444	SHS	Region VII	Danao City	119361	Eustaquio Capin Memorial Elementary School
445	SHS	Region VII	Guihulngan City	500875	Cambubho Integrated School
446	JHS	Region VII	Guihulngan City	303275	Rafaela R. Labang National High School
447	JHS	Region VII	Guihulngan City	303292	Vallehermoso National High School
448	ES	Region VII	Negros Oriental	312904	Guba High School
449	SHS	Region VII	Negros Oriental	120020	Amlan CES
450	ES	Region VII	Negros Oriental	303277	Mabato Provincial Community HS
				120223	Bulak Elementary School

451	ES	Region VII	Negros Oriental	120336	Talostos ES
452	SHS	Region VII	Negros Oriental	312951	Mabinay Science High School
453	ES	Region VII	Negros Oriental	120349	Bulwang Elementary School
454	ES	Region VII	Negros Oriental	120381	Bala-as Elementary School
455	ES	Region VII	Negros Oriental	120384	Campuyo Elementary School
456	ES	Region VII	Negros Oriental	120394	Mandalupang Elementary School
457	JHS	Region VII	Negros Oriental	303268	Siaton NHS
458	ES	Region VII	Talisay City	119789	Mohon Elementary School
459	ES	Region VII	Talisay City	119798	Iba Elementary School
460	ES	Region VII	Tanjay City	120548	Dionisio L. Mapa MES
461	ES	Region VII	Toledo City	120722	Buswang Elementary School
462	ES	Region VIII	Baybay City	121085	Higuloan Elementary School
463	ES	Region VIII	Baybay City	121142	Kantagnos Elementary School
464	SHS	Region VIII	Biliran	303320	Biliran National Agricultural High School
465	ES	Region VIII	Borongan City	122404	Locso-on Elementary School
466	ES	Region VIII	Calbayog City	124077	Bagong Lipunan Elementary School
467	ES	Region VIII	Calbayog City	124011	Gelino Elementary School
468	ES	Region VIII	Calbayog City	124048	San Policarpo Central Elem. School
469	ES	Region VIII	Calbayog City	124093	Hibabngan Elementary School
470	ES	Region VIII	Eastern Samar	122547	San Antonio Primary School
471	ES	Region VIII	Eastern Samar	122602	San Roque Elementary School
472	ES	Region VIII	Leyte	120902	Alangilan Elementary School
473	ES	Region VIII	Leyte	137039	Sto. Nino Elementary School
474	ES	Region VIII	Leyte	121210	Caloy-ahan Elementary School
475	ES	Region VIII	Leyte	121258	Candigahub Elementary School
476	ES	Region VIII	Leyte	121329	Magsaysay Elementary School