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Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**SCHOOLS DIVISION OFFICE – CITY OF VALENZUELA**

Office of the Schools Division  
 Superintendent

**DIVISION MEMORANDUM**  
 No. 0456, s. 2026

**SUBMISSION OF LETTER OF RECOMMENDATION FOR TEACHING  
 PERSONNEL WITH TEACHING-RELATED ASSIGNMENTS FOR  
 SCHOOL YEAR 2026- 2027**

To: OIC, Assistant Schools Division Superintendent  
 Chief Education Supervisors - CID and SGOD  
 Education Program Supervisors & Public Schools District Supervisors  
 Division Unit Heads & Specialists  
 Public Elementary & Secondary School Principals/OICs  
 All Others Concerned

1. In consonance with the provisions of DepEd Order No. 005, s. 2024 titled *Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload*, the Department of Education strives to cultivate a work environment that ensures quality teaching workforce. Guided by the Republic Act No. 4670 or the *Magna Carta for Public School Teachers*, the holistic well-being of teachers is prioritized by ensuring fair and equitable distribution of teacher-workload.
2. Relative thereto, all School Heads are hereby requested to accomplish and submit through the Records Section the enclosed designation template for teachers with teaching-related assignments based on the attached identified assignments, **not later than Monday, June 15, 2026** c/o Office of the Assistant Schools Division Superintendent.
3. **Further, before giving teaching-related assignments to teachers, school heads must ensure that fair and equitable distribution of teaching loads shall be given to guarantee quality teaching.** As much as possible, Master Teachers shall be designated only for Remedial and other assignments related to quality teaching and should NOT be given non-teaching or administrative assignments.
4. Public Schools District Supervisors are instructed to monitor and ensure compliance of all concerned.
5. Immediate dissemination of and strict compliance with this memorandum is earnestly desired.

**NOEL D. BAGANO**  
 Schools Division Superintendent



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Encl.: As stated  
References: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

**HUMAN RESOURCE**

**PERSONNEL ACTION**

**POLICY**

**TEACHERS**

ASDS/DM - SUBMISSION OF LETTER OF RECOMMENDATION FOR TEACHING PERSONNEL WITH TEACHING-RELATED ASSIGNMENTS  
\_\_\_\_\_/June 03, 2026



Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION

**SCHOOLS DIVISION OFFICE – CITY OF VALENZUELA**

**Office of the School Principal**

**NOEL D. BAGANO**

Schools Division Superintendent  
 Schools Division Office – City of Valenzuela

**REQUEST FOR DESIGNATION ORDER OF TEACHERS  
 FOR TEACHING-RELATED ASSIGNMENTS**

The following personnel are hereby designated to the following teaching-related assignments:

No.	Teaching-Related Assignment	Name of Personnel	Position	Duties and Responsibilities
School/Subject Coordinator				
Trainer/ Adviser				
Chairmanship				

As such, the abovementioned personnel are expected to perform the key duties and responsibilities specified above. This designation order shall be valid for school year 2026 - 2027.

Designated teachers are also authorized to render work beyond regular work hours and shall be granted equivalent Vacation Service Credits (VSC) per DO 53, s. 2023.

Recommended by:



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School Head

Approved by:

**NOEL D. BAGANO**  
Schools Division Superintendent

Copy furnished:

SDO – SGOD – Planning Section  
SDO - Administrative Unit (Personnel Section)  
ASDS Office



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**SCHOOLS DIVISION OFFICE - VALENZUELA CITY**

**List of Only Identified Teaching-Related Assignments**

<b>A. SCHOOL COORDINATOR</b>	
1. Reading/Literacy Coordinator	
2. Numeracy Coordinator	
3. Special Needs Education (SNED) Coordinator	
4. Guidance and Advocacy Coordinator	
5. Research Coordinator	
6. Information, Communication, and Technology Coordinator	
7. Inclusive Education (Madrrasah/ALIVE) Coordinator (if applicable)	
8. Alternative Delivery Modality (ADM) Coordinator	
9. Open High School Coordinator (if applicable)	
10. Prefect of Discipline Coordinator	
<b>B. TRAINER/ADVISER</b>	
1. School Paper Adviser	
2. Supreme Elementary Learner Government (SELG)/Supreme Secondary Learner Government (SSLG) Adviser	
3. Sports Coach/Trainer	
<b>C. CHAIRMANSHIP</b>	
1. Grade Level Chairperson	
2. Subject/Learning Area Chairperson	