



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDU-Iriga City RECORDS SECTION

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28 September 2026

DIVISION MEMORANDUM

No. 509, s. 2026

VALIDATION OF TEACHING LOAD FOR SCHOOLS WITH EXTERNAL TUTORS

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

1. Pursuant to the monitoring of school teaching assignments, please be notified of the upcoming **Validation of Teaching Load** for all identified schools with External Tutors on September 29-30, 2026, at 1:30 PM-5:00 PM, at the Gabaldon Bldg., Iriga Central School.

Team A		Team B		Team C	
Validators	Schools to be Validated	Validators	Schools to be Validated	Validators	Schools to be Validated
Leopoldo R. Dato, Jr Benjie D. Orbon Athina L. Camila	Antipolo IS Sagrada NHS San Isidro ES Sta Cruz Norte ES La Anunciacion ES La Medalla ES San Vicente Norte IS	Jonjon R. Monte Medalyn S. Ebron Maila B. Ceguera	Santiago IS San Andres ES Iriga North CS San Agustin ES San Nicolas ES Sto Niño ES San Antonio ES	Salvacion B. Felices Ryan S. Ebron Alma O. Vargas	San Francisco ES Salvacion ES San Miguel ES San Jose ES Iriga South CS Sta Elena ES San Vicente Sur ES

2. This activity aims to ensure accurate reporting of teaching assignments, proper alignment with official staffing guidelines, and verification of teaching loads across all concerned institutions.

3. All school heads or representative non-teaching personnel from the identified schools are required to bring the following during their scheduled validation:

- School's Teaching Load Tally, Class Program and Individual Teacher's Teaching Load
- eSF7 (electronic School Form 7 - School Personnel Assignment List and Basic Profile) corresponding to the updated teaching load tally
- Certification of Teacher Workload and Justification for ARAL Tutor Engagement

4. School Heads are required to verify that all eSF7 entries accurately represent actual teaching loads and subject assignments. Subsequently, validators shall ascertain the total



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count of teacher overloads (attributable to ARAL and non-ARAL assignments) and identify underloaded teaching personnel.

5. Attendance of designated personnel from identified schools is mandatory.
6. For immediate dissemination and strict compliance.

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC- Schools Division Superintendent



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