



Republic of the Philippines  
Department of Education



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## 6-HOUR OFFICIAL DAILY REPORTING TIME OF TEACHERS LEGAL BASES

The **Magna Carta for Public School Teachers (Republic Act 4670, Section 3)** clearly states that teachers shall not be required to render more than 6 hours of actual classroom teaching per day. It pertains to the scheduling of the teachers' class program to NOT EXCEED six (6) hours but not necessarily have to be completely filled in with actual classroom teaching daily;

The **Civil Service Commission** recognizes that the work of public school teachers is distinct if not vital from the rest of other government employees. Through its **Resolution No. 080096**, the commission reiterates that teachers are not exempt from the 8-hour work day as provided for in R.A. 1880, yet teachers are given 6 hours a day of actual teaching at most. The remaining two (2) hours may be spent within or outside the school premises in teaching-related activities;

**DepEd Order No. 291, s. 2008 (Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers)** states that a teacher WITH LESS than six (6) hours of actual classroom teaching shall render additional hours of appropriate teaching-related activities and duties within the school premises to complete the six (6) hours workday;

**DepEd Order No. 16, s. 2009 (Addendum to DepEd Memorandum No. 291, s. 2008)** states that the mechanism for the additional two (2) hours work done by teachers outside of the school premises shall be agreed upon by the principal with the teachers, parents and students, preferably through the School Governing Council, in this case, the Faculty and Employees Association as the duly-recognized body representing the teachers;

The said order further specifies that: (a) teachers who choose to render the remaining two hours of work outside the school premises MUST NOT be subjected to salary deductions; and, (b) teachers SHOULD NOT be required to submit means of verification (MOVs) as proof of services completed during the remaining two hours of work rendered outside the school premises; (<https://www.deped.gov.ph/2018/10/03/statement-on-calls-to-fully-implement-the-six-hour-workday/>)

DepEd Undersecretary Diosdado San Antonio further clarifies, in this recorded video, that teachers only need to stay inside school premises for six (6) hours while the remaining two (2) hours may be spent outside the school in accomplishing their additional school-related tasks (<https://www.facebook.com/jhoann.bunag/videos/1314219451936725>);

There are various DepEd schools (NCR, Region III, CALABARZON) that implement the 6-hour school-based reporting for teachers while allowing them to perform other tasks within or outside school premises for the remaining two hours;

In reality, the teachers' work hours extend way beyond the office hours and outside school premises as they spend their personal time to prepare for their lesson, check tests, grade outputs, conduct researches and remediation activities, among others;

Teachers have already availed of internet services at their homes, due to the ongoing pandemic situation, to conduct distance learning classes and other teaching-related tasks while intermittent internet connectivity is often experienced at school, resulting in teachers' productivity loss and unnecessary bringing home of school tasks, thus, further affecting their time for themselves and loved ones;

Teachers religiously adhere to the government's NO NOON BREAK POLICY as services to stakeholders continue and remain uninterrupted even during the 12 noon to 1 pm period;

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THE SCHOOL ADMINISTRATION IS HEREBY URGED to officially establish the 6-hour daily reporting of teachers while giving the teachers the option for the 2-hour work provision to be spent within or outside school premises. The body's decision on the matter will set the official schedule of teachers from 7:30 a.m. until 1:30 p.m. and teachers may opt to continue their school-related tasks within or outside school premises until 3:30 p.m. on each given workday.

[ REPUBLIC ACT NO. 4670, June 18, 1966 ]  
THE MAGNA CARTA FOR PUBLIC SCHOOL TEACHERS.

*Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:*

I. DECLARATION OF POLICY—COVERAGE

SECTION 1. *Declaration of Policy.*—It is hereby declared to be the policy of this Act to promote and improve the social and economic status of public school teachers, their living and working conditions, their terms of employment and career prospects in order that they may compare favorably with existing opportunities in other walks of life, attract and retain in the teaching profession more people with the proper qualifications, it being recognized that advance in education depends on the qualifications and ability of the teaching staff and that education is an essential factor in the economic growth of the nation as a productive investment of vital importance.

III. HOURS OF WORK AND REMUNERATION

VII. ADMINISTRATION AND ENFORCEMENT

SEC. 30. *Rules and Regulations.*—The Secretary of Education shall formulate and prepare the necessary rules and regulations to implement the provisions of this Act. Rules and regulations issued pursuant to this Section shall take effect thirty days after publication in a newspaper of general circulation and by such other means as the Secretary of Education deems reasonably sufficient to give interested parties general notice of such issuance.

SEC. 31. *Budgetary Estimates.*—The Secretary of Educational all submit to Congress annually the necessary budget-estimates to implement the provisions of the Act concerning the benefits herein granted to public school teachers under the employ of the National Government.

SEC. 32. *Penal Provision.*—A person who shall willfully interfere with, restrain or coerce any teacher in the exercise of his rights guaranteed by this Act or who shall in any other manner commit any act to defeat any of the provisions of this Act shall, upon conviction, be punished by a fine of not less than one hundred pesos nor more than one thousand pesos, or by imprisonment, in the discretion of the court.

If the offender is a public official, the court shall order his dismissal from the Government service.

SEC. 33. *Repealing Clause.*—All Acts or parts of Acts, executive orders and their implementing rules inconsistent with the provisions of this Act are hereby repealed, amended or modified accordingly.

SEC. 34. *Separability Clause.*—If any provision of this Act is declared invalid, the remainder of this Act or any provisions not affected thereby shall remain in force and in effect.

SEC. 35. This Act shall take effect upon its approval.

Approved, June 18, 1966.

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DepED MEMORANDUM  
No. 291, s. 2008

JUN 13 2008

**GUIDELINES FOR THE IMPLEMENTATION OF CSC RESOLUTION NO. 080096  
ON WORKING HOURS FOR PUBLIC SCHOOL TEACHERS**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1. In response to the request of the Department for the appropriate interpretation of Section 13 of Republic Act No. 4670, the Magna Carta for Public School Teachers, the Civil Service Commission issued Resolution No. 080096 (copy enclosed) that:

- a. Public school teachers are not exempt from the eight-hour workday provided for in R.A. No. 1880;
- b. The limitation given in R.A. No. 4670 pertains to the time devoted to actual classroom teaching which shall not exceed six (6) hours a day; and
- c. The remaining two (2) hours of work to complete the required eight-hour workday may be spent within or outside the school premises subject to the guidelines of the Secretary of Education.

3. In view thereof, the following general guidelines shall be observed in all public elementary and secondary schools:

- 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;
- b. School heads shall assign teaching loads to public school teachers to fully utilize the six (6) hour actual classroom teaching, i.e., six teaching loads at one hour per teaching load, with due regard for possible teaching intervals;

All advisorship and/or special assignments for the entire school year combined shall be considered as one teaching load;

- c. 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 2 (d) **within the school premises** to complete six (6) hours;

- d. 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:
1. preparation of lesson plans, action/work plans, instructional materials, evaluation/assessment tools/rubrics;
  2. preparation and checking of exercises; recording of academic performance results and classroom accomplishments;
  3. conduct of research;
  4. attendance to seminars, workshops and similar programs;
  5. counseling, mentoring, coaching of students including home visits;
  6. consultations and conferences with parents;
  7. performance of coordination activities and duly recognized community social services;
  8. participation in the maintenance and improvement of school facilities and equipment; and
  9. other activities identified in the specific guidelines under paragraph 4 below.

3. In the exigencies of the service, a public school teacher may be required to render more than six (6) hours of actual classroom teaching or more than eight (8) hours of work in a day; Provided that additional compensation computed at the same hourly rate of the regular compensation, plus a premium of twenty-five percent (25) of the hourly rate shall be paid for actual classroom teaching in excess of six (6) hours and for work performed in excess of eight (8) hours.

Overtime pay can only be claimed for actual teaching and/or work performed **within the school premises**. In the event of non-availability of funds, service credits shall be granted and one hour overtime work shall be 1.25 hours for purposes of determining the service credits.

4. In addition to the general guidelines herein provided, specific guidelines shall be formulated at the school level taking into account 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 the 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.

5. Regional Directors and Schools Division Superintendents are directed to monitor and evaluate the over-all performance of schools to ensure that the implementation of this scheme for working hours of teachers shall redound to the efficient and effective delivery of educational services.

6. Immediate and wide dissemination of this Memorandum is desired.



## Civil Service Commission

Constitution Hills, Retiring Pambansa Complex, Diliman 1126 Quezon City



LAPUS, JESLI A.  
Re: Government Teachers' Work Hours

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RESOLUTION NO. 080096

Jesli A. Lapus, Secretary, Department of Education (DepEd), in a letter dated September 12, 2006 and received by the Commission on September 25, 2006, requests the Commission's reexamination of two (2) CSC Resolutions relative to Teachers' Working Hours, CSC Resolution No. 91-1019 dated August 22, 1991 and CSC Resolution No. 94-5824 dated October 24, 1994.

In his letter, Lapus stated as follows:

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*'The Department of Education is currently being bombarded by myriad of issues pertaining to the proper interpretation of Section 13 of Republic Act No. 4670 or the Magna Carta for Public School Teachers which provide as follows:*

*'Section 13. Teaching Hours. -- Any teacher engaged in actual classroom instruction shall not be required to render more than six hours of actual classroom teaching a day, which shall be so scheduled so as to give him time for the preparation and correction of exercises and other work incidental to his normal teaching duties. Provided, however, that where the exigencies of the service so require, any teacher may be required to render more than six hours but not exceeding eight hours of actual classroom teaching a day upon payment of additional compensation at the same rate as his regular remuneration plus at least twenty-five percent of his basic pay.'*

*'We are aware that on October 20, 1994, and August 22, 1991, the Civil Service Commission issued CSC Resolution No. 94-5824 and CSC Resolution No. 91-1019, respectively, which provides that: 'Teachers are not exempted from the 8 hours a day, 5 days a week or a total of 40 hours a week work schedule. It is true that RA 1880 provides exemption for schools and the Omnibus Rules exempts those covered by special laws from the said requirement. The said provisions, however, are not a grant of exemption. There must be a valid law expressly granting such exemption. There being no such law, teachers cannot claim exemption from the said working hours. There is nothing in the law which limits the hours of work of teachers to only 6 hours. What is limited to 6 hours is the actual classroom teaching of the teachers. The school principal can require them to render 8 hours*

Certified True Copy:

*[Signature]*





FEB 24 2009

DepED ORDER  
No. 16, s. 2009

ADDENDUM TO DEPED MEMORANDUM NO. 291, S. 2008  
(Guidelines for the Implementation of CSC Resolution No. 080096 on Working  
Hours for Public School Teachers)

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools

1. Under DepED Memorandum No. 291 dated June 13, 2008, the general guidelines for the implementation of the six (6) hours of actual classroom teaching of public elementary and secondary teachers and the specific guidelines to be formulated in the school level for the remaining two (2) hours to complete the eight (8) hours of work, have been promulgated.

2. In view of requests for clarifications as to the implementation of the provisions of said Memorandum and reports of non-compliance or different interpretations at the school level as to its correct application, the following additional guidelines/clarifications are hereby promulgated:

- a. The six (6) hours of actual classroom teaching shall cover the full teaching load of a teacher as indicated in the class program. As described in DepED Memorandum No. 291, s. 2008, teaching loads including advisorships and/or special assignments for the entire school year combined shall be considered as one teaching load;
- b. The time interval between actual classroom teaching shall be counted as part of the two (2) hours spent for teaching-related activities except lunch breaks and recess periods;
- c. Teachers who have rendered the six (6) hours of actual classroom teaching duly reflected in their daily time cards shall be deemed to have completed the required daily working hours and must not be declared to have incurred undertime in the report of attendance and must not be subjected to salary deductions by the concerned payroll services unit; and

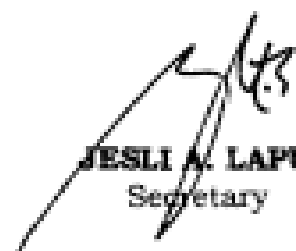
- d. The vacation service credits to be granted in lieu of additional compensation or overtime pay for actual classroom teaching in excess of six (6) hours of actual classroom teaching and for work performed in excess of eight (8) hours done within the school premises, shall be exclusive of the fifteen (15) days limitation under DepED Order No. 53, s. 2003.

3. It is reiterated that the mechanism for the additional two (2) hours work done by teachers outside of the school premises shall be agreed upon by the principal with the teachers, parents and students, preferably through the School Governing Council or any established mechanism for school-community partnership.

4. The School Head shall submit a written report to the Civil Service Commission (CSC) Field Office, the concerned COA Auditor and the Division Office. Schools Division Superintendents shall closely monitor and validate compliance to the agreed scheme of implementation.

5. All pertinent provisions of DepED Memorandum No. 291, s. 2008 shall remain in force.

6. Immediate dissemination of and compliance with this Order is directed.

  
**JESLI A. LAPUS**  
Secretary

References: DepED Memorandum: (No. 291, s. 2008)  
and DepED Order: (No. 53, s. 2003)

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

CHANGE  
POLICY  
SCHOOLS  
TEACHERS

Sally: guidelines to working hours of public sch. teachers  
February 16, 2009