



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

DepED DEPARTMENT OF EDUCATION Schools Division of Tabuk City RELEASED	
By: <u>HA</u>	Date: <u>16</u> 2026 Time: <u>10:05</u>

Office of the Schools Division Superintendent

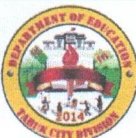
July 16, 2026

DIVISION MEMORANDUM
NO. 313 s. 2026

**SUBMISSION OF DESIGNATION ORDERS FOR TEACHING-RELATED
ASSIGNMENTS OF TEACHERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads
Public Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 005, s. 2024, titled "Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload," and DepEd Memorandum No. 053, s. 2024, providing the implementing guidelines thereof, all School Heads are hereby directed to prepare and submit the Designation Orders for Teaching-Related Assignments (TRAs) of teachers using the prescribed template attached to this Memorandum.
2. All teaching-related assignments shall be covered by a duly accomplished Designation Order signed by the concerned teacher as evidence of conformity and shall form part of the school's official records for monitoring, accountability, and workload management purposes.
3. This Memorandum covers all public elementary and secondary schools in the Schools Division of Tabuk City.
4. To ensure compliance with the provisions of DepEd Order No. 005, s. 2024, School Heads shall ensure that:
 - a. Teaching-related assignments are limited to those authorized under DepEd Order No. 005, s. 2024;
 - b. Teachers designated to perform teaching-related assignments shall be selected based on their qualifications, specialization, competencies, experience, and existing workload;
 - c. Each accomplished Designation Order shall be signed by the concerned teacher to signify conformity and acceptance of the assigned responsibility;
 - d. Each Designation Order shall be reviewed and endorsed by the concerned Public Schools District Supervisor prior to submission;
 - e. Teaching-related assignments, programs, and projects identified in the School Improvement Plan (SIP), Annual Improvement Plan (AIP), and other duly



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DepEd Tayo Tabuk City



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- approved school operational plans shall serve as the primary basis for the designation of teachers; and
- f. Designations shall be made in a manner that promotes equitable distribution of workload and ensures that teachers' primary responsibility for classroom instruction is not adversely affected.
5. Attached as Annex A is the prescribed template for the Designation Order for Teaching-Related Assignments.
6. All School Heads shall accomplish and submit the required documents to the Office of the Schools Division Superintendent through the Schools Governance and Operations Division (SGOD) on or before July 20, 2026, for monitoring, validation, and compliance purposes.
7. The Schools Governance and Operations Division (SGOD), in coordination with the Curriculum Implementation Division (CID), shall monitor compliance with this Memorandum and provide appropriate technical assistance to schools as necessary.
8. Immediate dissemination of and compliance with this Memorandum are hereby directed.


CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC – Schools Division Superintendent



Annex A to Division Memorandum No. 313, s. 2026

DESIGNATION ORDER 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	Signature of Concerned Teacher
School 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 [Duration of Designation Order].

Designated teachers are also authorized to render work beyond regular work hours and shall be granted equivalent Vacation Service Credits (VSC).

Recommended by:

[Name of School Head]

[Position]

[School]

Approved by:

[Name of Schools Division Superintendent]

[Position]

[SDO]

Copy furnished:

SDO-SGOD

SDO-Administrative Unit (Personnel Section)