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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

May 17, 2022

REGIONAL MEMORANDUM

No. **466**, s. 2022

**CONDUCT OF AN ONLINE FOCUS GROUP DISCUSSION (FGD)
FOR THE CONSULTATION ON THE DRAFT
TEACHING OVERLOAD POLICY**

To: Schools Division Superintendents
Division of Leyte, Northern Samar, Southern Leyte, and Tacloban City

- Attached is Memorandum DM-HROD-2022-0814 dated 12 May 2022 with the subject: **Conduct of an Online Focus Group Discussion (FGD) for the Consultation on the Draft Teaching Overload Policy.**
- In this connection, the Schools Division Superintendents of the following divisions are requested to send one (1) representative to the scheduled FGD for Region VIII on **May 24, 2022, Tuesday, 8:00AM-12:00PM** with the meeting link: **bit.ly/FGDOverloadS2** (MS Teams):

Division	Representative
Leyte	1 Master Teacher
Northern Samar	1 Teacher
Southern Leyte	1 Master Teacher
Tacloban City	1 ALIVE Teacher

- The selected participants shall confirm their attendance on or before **May 19, 2022** through this link: **bit.ly/FGDTeachingOverload_Confirmation**. Only the participants who confirmed their attendance through the link provided shall be allowed to enter the meeting link.
- Immediate dissemination of and compliance with this Memorandum are desired.

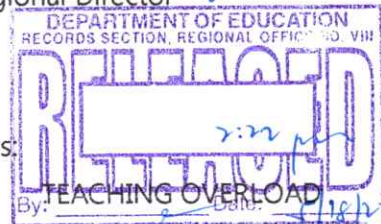
[Signature]
EVELYN R. FETALVERO, CESO IV

Regional Director

Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects:

CONSULTATION FGD POLICY

AD-PS-EDR





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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2022-0814

REGISTRATION
DATE 5/11/22 TIME 11:11 am
SIGNATURE [Signature]

5/16/22
[Signature]

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

16 MAY 2022
[Stamp]

FROM : WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : CONDUCT OF AN ONLINE FOCUS GROUP DISCUSSION
(FGD) FOR THE CONSULTATION ON THE DRAFT
TEACHING OVERLOAD POLICY

DATE : 12 May 2022

In compliance with RA 4670 or the Magna Carta for Public School Teachers, particularly in Sections 13 and 14, which discussed the guidelines on work hours and remuneration, the Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHROD-SED) is in the process of drafting the Teaching Overload Policy to provide guidelines on teacher workload as well as the payment for teaching overload.

In relation to this, the BHROD-SED shall conduct an **Online Focus Group Discussion (FGD) for the Consultation on the Draft Teaching Overload Policy** to solicit comments and suggestions to further refine the provisions and guidelines discussed in the draft policy.

The Online FGD shall be conducted in three (3) sessions on **May 23 and 24, 2022 via Zoom**. Each group shall have a dedicated FGD session to discuss amongst themselves the draft guidelines for the payment of teaching overload. The schedule and meeting link assigned to each group are stipulated in the table below:

5/16/22
[Handwritten notes]

Schedule of the Online FGD for the Consultation on the Draft Teaching Overload Policy

FGD Session	Participants	Date and Time	Meeting Link (MS Teams)
1	CAR NCR Region I Region II Region III Region IV-A	May 23, Monday 1:00 PM – 5:00PM	bit.ly/FGDOverloadS1
2	Region IV-B Region V Region VI Region VII Region VIII	May 24, Tuesday 8:00 AM – 12:00PM	bit.ly/FGDOverloadS2
3	Region IX Region X Region XI Region XII Region XIII BARM	May 24, Tuesday 1:00 PM – 5:00PM	bit.ly/FGDOverloadS3

Each region shall provide four (4) participants composed of two (2) Teachers and two (2) Master Teachers. In selecting participants, it is also recommended to include at least one (1) of the four (4) representatives from the ALIVE, Multigrade, SPED, or ALS Teachers. The selected participants of the online FGD shall confirm their attendance on or before **May 19, 2022, Thursday** through this link: bit.ly/FGDTeachingOverload_Confirmation. The participants who confirm their attendance shall be provided with an Info Pack via email which includes the general program flow and a copy of the draft Teaching Overload Policy. Lastly, please note that **only the participants who confirmed their attendance** through the link provided **shall be allowed to enter the meeting link**.

Kindly refer to **Annex A** for the *Indicative Program of Activities of the Online Focus Group Discussion (FGD) for the Consultation on the Draft Teaching Overload Policy*.

For queries and concerns, kindly contact **Ms. Ella May Augusto** of **BHROD-SED** through email at bhrod.sed@deped.gov.ph.

For dissemination and appropriate action.

[BHROD-SED/Augusto]



Republic of the Philippines
Department of Education
Bureau of Human Resources and Organizational Development
School Effectiveness Division

EVENT TITLE : Online Focus Group Discussion (FGD) for the Consultation on the Draft Teaching Overload Policy

SCHEDULE

Inclusive Dates : May 23 and 24, 2022, Monday and Tuesday Recurring
3 sessions

Time/s : 8:00 AM - 12:00 NN and 1:00 PM to 5:00 PM One Time

Duration (in hours) : 12 hours 0

Total *Per Session (if recurring)* *Others*

PARTICIPANTS

Expected No. of Participants : 68 (MTs & Trs) + 10 (CO)

VENUE

Physical : N/A

Virtual (Provide Link)

: Zoom (link provided in the memo)

OBJECTIVES


FGD Objectives : To solicit comments and suggestions from the Teachers to further refine the provisions and guidelines discussed in the draft policy.


PROGRAM DESIGN: FGD for the Consultation on the draft Teaching Overload Policy

May 23 and 24, 2022; Monday and Tuesday • 8:00 AM - 12:00 PM & 1:00 PM - 5:00 PM daily

TIME		ACTIVITY	METHODOLOGY	PERSON/S IN-CHARGE		
START	END			Session 1	Session 2	Session 3
7:45 AM	8:00 AM	Pre-Program Check Up	Allot 5 to 10 minutes to check technical issues			
8:00 AM	8:30 AM	PRELIMINARIES <ul style="list-style-type: none"> Philippine National Anthem Prayer Recognition of Participants WELCOME REMARKS <ul style="list-style-type: none"> Introduction Message Icebreaker / Temperature Check 		SED (Facilitator 1)	SED (Facilitator 1)	SED (Facilitator 1)
8:30 AM	8:45 AM	<ul style="list-style-type: none"> House Norms and Reminders FGD Objectives FGD Overview 	Icebreaker Mechanic: <ul style="list-style-type: none"> Years in Service - utilize MS Teams feature House Norms: <ul style="list-style-type: none"> Respectful; Punctual; Mute / Unmute; Maximize MS Features; Be proactive Reminders: <ul style="list-style-type: none"> The Session is recorded; no taking of screenshots (esp of the draft policy) During the FGD Proper Openness is encouraged: There is no right or wrong answer. Confidentiality: Focus group members shall not disclose any content discussed, particularly the draft policy Responses shall remain confidential 	SED (Facilitator 2)	SED (Facilitator 2)	SED (Facilitator 2)
8:45 AM	9:10 AM	CONTEXT & BACKGROUND PRESENTATION OF THE DRAFT TEACHING OVERLOAD POLICY <ul style="list-style-type: none"> Scope of the Policy Guidelines and Procedures 	FGD Objectives (stated in the memo) FGD Overview (Program overview) Provide a brief explanation on the development of the Guidelines on the Teaching Overload Pay	SED (Facilitator 1)	SED (Facilitator 1)	SED (Facilitator 1)
9:10 AM	10:10 AM	FGD PROPER <ul style="list-style-type: none"> Discussion flow / Mechanics 	Participants are encouraged to introduce themselves the first time they speak following this format: Name, Position / Designation, School, SDO, Region Specialization / Program/Curriculum (ALS, MG, ALIVE, SPED, etc.)	SED (Facilitator 1)	SED (Facilitator 1)	SED (Facilitator 1)

		<p>• Review and Discussion: Guidelines for the Payment of Teaching Overload</p>	<p>Activity 1: Review and Discussion of the Guidelines for the Payment of Teaching Overload (60 mins) Mechanics 1. Present Part V-A. General Guidelines on Teacher Workload 2. Solicit comments or suggestions from the participants using the google docs link that will be provided (10 mins) 3. Ask for at most three volunteers to share their comments / suggestions. (20 mins)</p> <p>Activity 2: Review and Discussion of the Guidelines for the Payment of Teaching Overload Mechanics 1. Present Part V-B. Distribution and Payment of and Payment of Teaching Overload. 2. Solicit comments or suggestions from the participants using the google docs link that will be provided (10 mins) 3. Ask for at most three volunteers to share their comments / suggestions. (20 mins)</p>		
10:10 AM	10:20 AM	BREAK		SED (Facilitator 1)	SED (Facilitator 1)
10:20 AM	10:45 AM	<ul style="list-style-type: none"> • Presentation of the Documentary and Reportorial Requirements of Teaching Overload 		SED (Facilitator 1)	
10:45 AM	11:00 AM	SYNTHESIS			
11:00 AM	11:15 AM	CLOSING ACTIVITY	<ul style="list-style-type: none"> • SED's Output / Next Steps • Evaluation 	SED (Facilitator 2)	SED (Facilitator 2)
	3:15				

Prepared by

Ella May C. Augusto
Technical Assistant II, BHIROD - SED

Noted by

Dexter N. Pante
Chief, BHIROD-SED

Approved by

Atty. Anne Rachel C. Miguel
Director IV, BHIROD