



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

July 31, 2023

REGION MEMORANDUM
PPRD-2023-062

**ONLINE VALIDATION OF BASELINE DATA ON THE NON-TEACHING TASKS
ASSIGNED TO TEACHERS**

To: Schools Division Superintendents

1. This has reference to Memorandum DM-OUHROD-2023-1003 entitled "Online Validation of Baseline Data on the Non-Teaching Tasks Assigned to Teachers" dated July 27, 2023.
2. The Department endeavors to validate the baseline data on the non-teaching tasks assigned to teachers using the Workload Balancing Tool. The collected data shall be used for the analysis of the current workload of teachers and as input for policy recommendation to govern non-teaching tasks.
3. In line with this, the BHROD-School Effectiveness Division (BHROD-SED), in collaboration with the Planning Service, shall conduct an Online Orientation on the Workload Balancing Tool to select schools on **August 11, 2023 from 1:00 PM – 4:00 PM** through bit.ly/WBT-OnlineOrientation.
4. To facilitate an effective and efficient online orientation, participating schools are requested to prepare their accomplished School Form 7 (SF7) for SY 2022-2023 duly signed by the School Head, attested by the School Checking Committee (SCC), and validated by the Division Planning Officer. Further, the participants are requested to **download in advance the copy of the Workload Balancing Tool** through bit.ly/WBT-template.
5. Confirmation of attendance and submission of the SY 2022-2023 School Form 7 shall be accomplished online through the link bit.ly/WBTConfirmation **on or before August 4, 2023**.
6. See Enclosure 1 for the List of Participants.
7. For further inquiries, contact Reynaldo S. Gallardo, PO III through reynaldo.gallardo@deped.gov.ph.
8. For information and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosures: List of Participants and Indicative Program of Activities

Reference: 2023 WFP

Allotment: 2023 PPRD GASS

To be included in the Perpetual Index under the following Subjects:

Training

GAB/PPRD/RM/ ONLINE VALIDATION OF BASELINE DATA ON THE NON-TEACHING TASKS ASSIGNED TO TEACHERS/062/July 31, 2023



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Enclosure to Region Memorandum PPRD-2023-062

LIST OF PARTICIPANTS

Region & Division	
Regional Planning Officer	Reynaldo S. Gallardo
Division Planning Officer	Baipina Balubugan
	Karen Mae Barrato
	Mark Jefferson Montano
	Alejandro Reginaldo
	Bualan Abid Jr.
	Rolex H. Lotilla
	Melijo Anthony Chan
Rizalein Paciencia	
Schools	
General Santos	Irineo L. Santiago National High School of Metro Dadiangas
North Cotabato	Dolores Elementary School
	Libertad Elementary School
	Lanao Kuran NVTHS
	Tumanding Elementary School
	Malugasa Elementary School
	Tonganon Elementary School
	Carmen National High School
	Basak National High School
	Leonardo D. Romero Sr. High School
	New Israel ES
	Marbel National High School
	Inug-ug ES
	Datu Bitol Mangansakan Mem. ES
Upper Ipuan Elementary School	
Sarangani	D. Gimarino Elementary School
	Kiogam Elementary School
	Osmeña Elementary School
	Malandag CES SPED Center
South Cotabato	Norala National High School
	Polomolok National High School
	LR Morandante Integrated School
	Colongulo Elementary School
	Tapok Integrated Schol
Sultan Kudarat	New Dumangas National High School
	Malok Integrated School
	D. Leal Elementary School



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