



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF TAGUM CITY**

Division Memorandum

No. 004s, 2020

To: All Support Learning Aides (LSAs)  
All School Heads

From: The Office of the Schools Division Superintendent

Subject: Required Number of Work Hours Per Day

Date: 04 January 2021

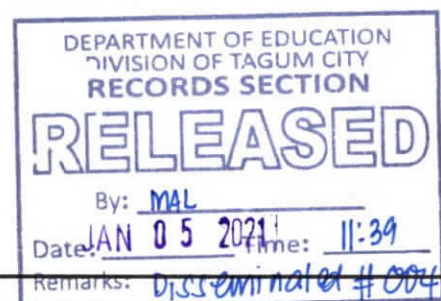
Being part and similarly situated with DepEd's Teaching Personnel (TP), the work days of the LSAs shall be guided by the following schemes as also practised by the TP and allowed by the Civil Service Commission and Deped Higher Offices long before COVID period: they are required only to do six (6) hours of actual teaching/LSA duties and functions with the remaining two (2) hours (to complete the CSC required 8 hours of work per day) intended for other teaching/LSA-related functions (e.g., checking of papers, computation of grades, etc.).

This is on top of the Alternative Work Arrangement (AWA) of three (3) days work on-site and two (2) days work from home, choice of days of which are to the LSA's discretion.

To facilitate recording and accounting of the number of hours rendered by each LSA, the City PEESO and Accounting Department Heads requested that each LSA shall use the School's Log Book to serve as basis of the LSA's 8-hour work/day (Morning - 7:00-12:00 and Afternoon - 1:00-4:00), the same which will eventually be reflected in every LSA's Daily Time Record (DTR).

Based on the foregoing, all School Heads are hereby instructed to see to it that all LSAs understand correctly and shall follow this directive to the letter.

  
DR. JOSEPHINE L. FADUL  
Schools Division Superintendent



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