



Republic of the Philippines
Department of Education
 Region I
 Schools Division Office
 City of San Fernando (La Union)

DIVISION MEMORANDUM

DM No. 274, s. 2025

MAY 30 2025

To: Assistant Schools Division Superintendent
 Public Elementary and Secondary School Heads
 All Other Concerned Personnel

FROM: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT: SUBMISSION OF UPDATED PERSONNEL DATABASE AND
 PROJECTED CLASS ORGANIZATION FOR THE SY 2025-2026

Date: May 29, 2025

PARTICULARS

1. In line with the continuing effort to maintain an accurate and updated record of all teaching personnel within the Division, all school heads are hereby directed to submit the updated **Personnel Database** of their respective schools. In addition, schools are required to accomplish their **Projected Class Organization for School Year 2025-2026**, which will serve as a basis for the Teacher Requirement Analysis to ensure efficient deployment and allocation of teaching personnel
2. Please be guided by the following instructions:
 - a. Use the standard personnel database template provided in *Enclosure 1*.
 - b. In accomplishing the personnel database, ensure that **all data fields are accurately and completely filled out**, including Personal Information, Position Title, Plantilla Item Number, other relevant details.
 - c. In preparing the projected class organization for the SY 2025-2026, refer to and strictly follow the **enhanced planning parameters** indicated in *Enclosure 2*. Accomplish the report through this link, <https://tinyurl.com/SY2025-2026ClassOrganization>.
 - d. Submission must be made **on or before June 2, 2025**.
 - e. A soft copy of the personnel database in Excel format shall be submitted via email to **r1sfc.personnel@deped.gov.ph** and **cristeta.luquingan@deped.gov.ph**. A duly signed hard copy shall likewise be officially transmitted to the **Personnel Section** of the Division Office for proper documentation.



Address: Tanqui, City of San Fernando, La Union
 Tel. No./Fax No.: (072) 607-4715
 Email Address: sanfernando.city1@deped.gov.ph

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7. Immediate and wide dissemination of the memorandum is desired.

A handwritten signature in black ink, appearing to read "Sheila Marie A. Primicias", is positioned above the printed name.

SHEILA MARIE A. PRIMICIAS, CESO VI
Schools Division Superintendent



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Department of Education
Template on Class Organization and Teacher Requirement Analysis

PARAMETERS							
Level	Teacher Specialization Factor	Class Organization				Class Organization	Remarks
		Minimum	Maximum	Rounded Half	< or = 100 Enrolment, +1 class if excess is greater than:		
Elementary	Kindergarten	25	30	15	10	25 learners per class, maximum of 30	1 Teacher per 2 sessions
	Grade 1	30	35	18	10	30 learners per class, maximum of 35	1 Teacher per class
	Grade 2	30	35	18	10	30 learners per class, maximum of 35	1 Teacher per class
	Grade 3	30	35	18	10	30 learners per class, maximum of 35	5 Teachers for every 4 classes
	Grade 4	40	45	23	10	40 learners per class, maximum of 45	5 Teachers for every 4 classes
	Grade 5	40	45	23	10	40 learners per class, maximum of 45	5 Teachers for every 4 classes
	Grade 6	40	45	23	10	40 learners per class, maximum of 45	5 Teachers for every 4 classes
Junior High School	Multigrade	-	25	-	-	Max of 25 learners of two consecutive levels	Max of 3 MG Teachers for every multi-grade school except Kindergarten
	Grade 7	40	45	23	10	40 learners per class, maximum of 45	5 Teachers for every 4 classes
	Grade 8	40	45	23	10	40 learners per class, maximum of 45	5 Teachers for every 4 classes
	Grade 9	40	45	23	10	40 learners per class, maximum of 45	5 Teachers for every 4 classes
	Grade 10	40	45	23	10	40 learners per class, maximum of 45	5 Teachers for every 4 classes
	Grade 11	40	40	20	10	40 learners per class	9 Teachers for every 6 classes
	Grade 12	40	40	20	10	40 learners per class	9 Teachers for every 6 classes
Non-Graded	Elem/JHS		15	8		15 learners per class	1 Teacher per class
ALS			75				1 ALS Teacher per 75 ALS learners (within the SDO)