



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
 DM-PHRODEO-2019-116

TO: All Schools Division Superintendents

FROM: JESUS L.R. MATEO
Undersecretary

SUBJECT: *Submission of Master Teachers Teaching Load Matrix*

DATE: 18 June 2019

In view of the ongoing study on teacher workload, all Schools Division Superintendents are directed to accomplish and submit the attached template on teaching load of Master Teachers. Data shall be taken from School Form 7 or School Personnel Assignment List and Basic Profile for SY 2019-2020. Kindly submit to the Planning Service - Office of the Director through e-mail address ps.od@deped.gov.ph on or before ~~(30 June 2019)~~ 10 July 2019.

Electronic copy of the template, with the filename convention "SDO_Region_MT Summary Report" shall be sent to the official e-mail address of the Division Planning Officer.

For inquiries, please contact the Planning Service - Office of the Director at telephone number (02) 687-2744.

For strict compliance.

RELEASED

June 27, 2019 DepEd, Division of Catanduanes

RECORDS SECTION
 JUN 27 2019

Date: 1:40 PM

Time: 1:40 PM

Initial/Signature: *[Signature]*

TO: PSDS and School Heads
 With Master Teachers

Enclosed herewith is the template for Master Teachers Teaching Load Matrix and downloadable at DepEd Catanduanes LIS EBEIS FB group. Please submit signed template to SGOD Planning and Research Unit and email excel file to rey.bonayon@deped.gov.ph on or before July 5, 2019 for consolidation and onward submission to Planning Service - Office of the Director.

For information and strict compliance.

SOCORRO V. DELA ROSA, CESO V
 Schools Division Superintendent

Summary of Teaching Loads of Master Teachers

Region _____

Name of Division _____

Position	Total Number of MT by Position	Number of MT by Teaching Load in a Daily Average for a Week Schedule as Appeared in SF 7							
		1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	6 Hours	7 and more Hours	MT with no Teaching Load
Master Teacher I	10	0	2	2	3	2	1	0	0
Master Teacher II									
Master Teacher III									
Master Teacher IV									
TOTAL									

Notes:

1. For teaching load reflected by number of minutes, the rule of rounding up will be applied.

2. Top 3 Ancillary/Special Assignment that the Master Teachers are assigned to:

1 _____ 2 _____ 3 _____

3. Report format is in MS Excel File with filename convention "SDO_Region_MIT Summary Report"

4. Deadline of Submission to ps.od@depd.gov is **on or before July 10, 2019**

Prepared by _____

Reviewed by _____

Approved by _____

DPO III _____

SGOD Chief _____

SDS _____