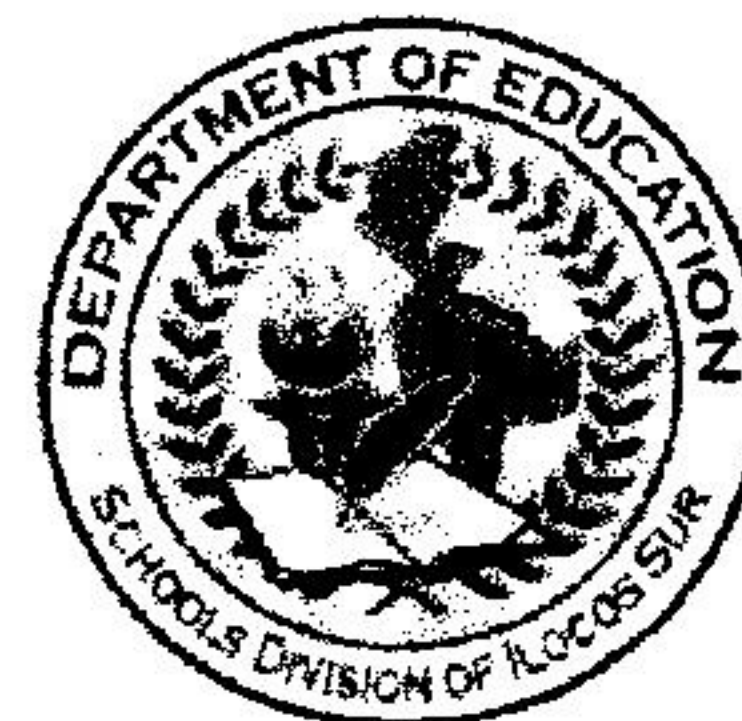




Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



July 1, 2019

DIVISION MEMORANDUM
No. 196, s. 2019

SUBMISSION OF MASTER TEACHERS TEACHING LOAD

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
Public Secondary School Heads
Public Elementary School Heads
All Others Concerned

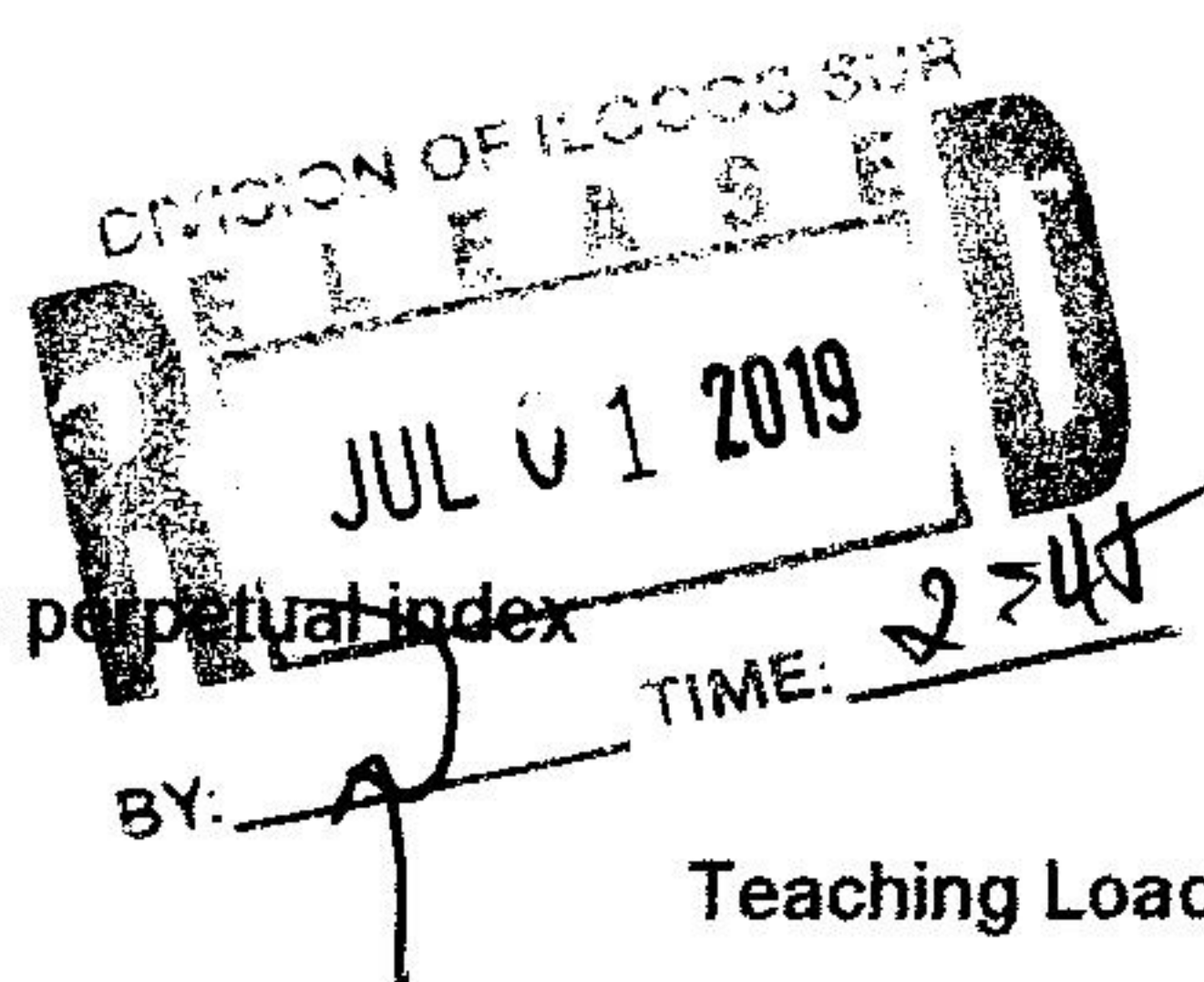
1. Pursuant to Memorandum DM-PHRODFO-2019-00550 dated June 18, 2019, re: Submission of Master Teachers Teaching Load Matrix, the School Division Office urgently needs report on Master Teachers teaching workloads from all the public elementary and secondary schools since submission of School Form 7 (SF 7), which is the primary source of data, is still ongoing.
2. Elementary schools shall only submit **hard copy of consolidated report by District** while secondary schools, submit the **hard copy of report (consolidated report for both JHS and SHS) individually**. The template to be used is attached in Enclosure No. 1 of this memorandum. Soft copy of the Template is posted in SDO-IS SGOD-PRU Bulletin last July 1, 2019.
3. Elementary Schools with no master teachers shall inform the district consolidator while Secondary schools with no master teachers shall inform the Office through SGOD-Planning and Research Section **(09171586316)** in order to trace that all schools have submitted reports.
4. Submission of report shall be **strictly on or before July 5, 2019 (Friday)**.
5. Immediate dissemination and strict compliance with this memorandum are desired.

To be indicated in the perpetual index
under the subjects:

Master Teacher

Teaching Load

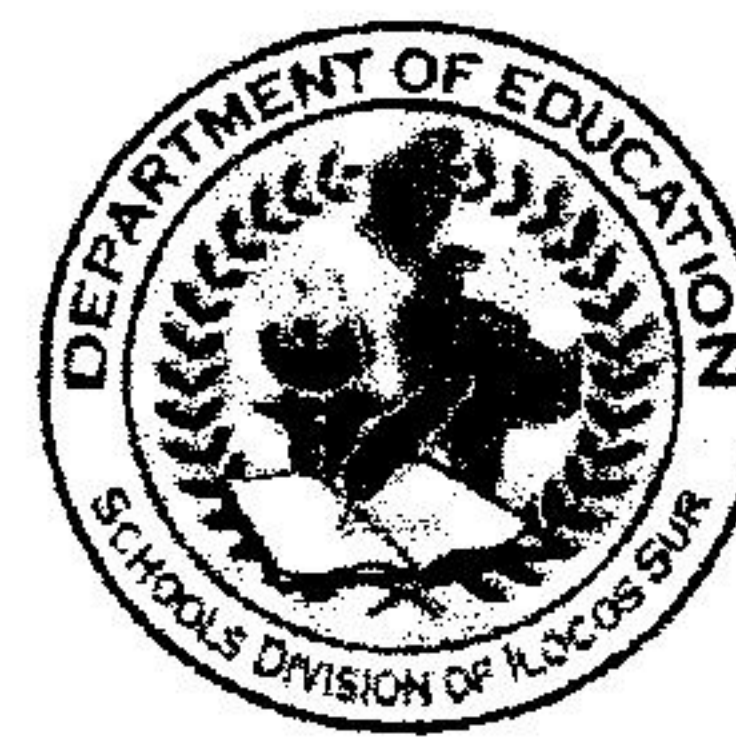
Highest Rating



GEMMA Q. TACUYCUI, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



Enclosure No. 1 of DM No. 196, s. 2019

Summary of Teaching Loads of Master Teachers

Name of Division _____

Region _____

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
Master Teacher I	10	0	2	2	3	2	1	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 _____

