



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

July 12, 2019

**Division Memorandum**  
No. 415 s, 2019

**SUBMISSION OF MASTER TEACHERS DAILY TEACHING LOAD**

To : Asst. Schools Division Superintendents  
Chiefs, CID & SGOD  
Division Education Program Supervisors/Coordinators  
Public Schools District Supervisors/District In-Charge  
Public Elementary & Secondary School Heads

1. Regional Memorandum No. 0366, s. 2019 dated July 10, 2019 is requiring all SDOs to submit a Summary of Teaching Loads of Master Teachers.

2. In this connection, all public schools elementary and secondary school heads are required to submit to this office through the PSDS the individual Master Teachers Daily Teaching Load using the template attached.

3. Deadline for submission of the above-mentioned documents is on or before July 17, 2019.

4. PSDSs shall submit to this office the summary of the Teaching Loads of Master Teachers using the template provided including the individual Master Teachers Daily Teaching Load.

5. For compliance.

**WILFREDA D. BONGALOS, Ph. D., CESO V**  
*Schools Division Superintendent*

7/12/19

12 JUL 2019

Tel. Nos. (035)225-2858 / 225-0667/422-7644 (Division Sup't's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-0180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0287 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section).

Name of School  
 School Address  
 Division of Negros Oriental  
 District

Sample Template

**MASTER TEACHER DAILY TEACHING LOAD**

Name of Teacher: \_\_\_\_\_  
 Current Position: \_\_\_\_\_  
 Teaching Experience: \_\_\_\_\_  
 Teaching Experience as MT: \_\_\_\_\_  
 Birthday: \_\_\_\_\_ Age: \_\_\_\_\_  
 Gender: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
 Highest Educational Attainment: \_\_\_\_\_

Grade Level: \_\_\_\_\_  
 Enrolment: \_\_\_\_\_ Male \_\_\_\_\_ Female: TOTAL  
 (you can add more columns if the teacher is handling more than one class)

**MORNING SESSION**

Time	No. of Minutes	Monday	Tuesday	Wed	Thurs	Fri

Ancillary Services:

Prepared by: \_\_\_\_\_

Approved: \_\_\_\_\_

### Summary of Teaching Loads of Master Teachers

District: \_\_\_\_\_

PSDS: \_\_\_\_\_

Position	Total No. of MT by Position	Number of MT by Teaching Load in a Daily Average for a Week Schedule as Appeared in School Form 7							
		1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	6 Hours	7 & more Hours	MT with no Teaching Load
Master Teacher I									
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) \_\_\_\_\_

Prepared by:

Approved by:

\_\_\_\_\_

\_\_\_\_\_

PSDS