MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Heads
Officers-In-Charge
Public Schools Only

SUBMISSION OF MASTER TEACHERS TEACHING LOAD MATRIX
FOR S.Y. 2019-2020

Attached is DepEd Central Office Memorandum No. DM-PHRODFO-2019-00550 dated June 18, 2019 entitled “Submission of Master Teachers Teaching Load Matrix”, content of which is self-explanatory.

Kindly accomplish and submit the attached template on teaching load of Master Teachers taken from School Form (SF) 7 on or before July 4, 2019 thru email: doris.jasme@deped.gov.ph or sgod.marikina@deped.gov.ph for consolidation and submission to the Planning Service – Office of the Director, Central Office.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As Stated

Maka-Diyos, Makatoo, Makakalikasan at Makabansu
<table>
<thead>
<tr>
<th>MT</th>
<th>1 Hour</th>
<th>2 Hours</th>
<th>3 Hours</th>
<th>4 Hours</th>
<th>5 Hours</th>
<th>6 Hours</th>
<th>7 Hours</th>
<th>MT With 7 Hours</th>
<th>MT With 6 Hours</th>
<th>MT With 5 Hours</th>
<th>MT With 4 Hours</th>
<th>MT With 3 Hours</th>
<th>MT With 2 Hours</th>
<th>MT With 1 Hour</th>
<th>MT Without Teaching Load</th>
<th>Total</th>
<th>Number of MT By Teaching Load in a Daily Average for a Week</th>
<th>Schedule as Appeared in SF 7</th>
</tr>
</thead>
</table>

**Summary of Teaching Loads of Master Teachers**

SDO MARIKINA CITY

DEPARTMENT OF EDUCATION
<table>
<thead>
<tr>
<th>Schools</th>
<th>Master Teacher I</th>
<th>Master Teacher II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of MT by Teaching Load in a Daily Average for a Week</td>
<td>Schedule as Appeared in SF 7</td>
</tr>
<tr>
<td></td>
<td>Schedule as Appeared in SF 7</td>
<td>Number of MT by Teaching Load in a Daily Average for a Week</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SSS N HS
Parang HS
Manluga HS
Marina HS
Fortuna High School
Conception M S Ch.
Tebuong HS
St. Thaddeus MHS
St. Etain MHS
San Fogue NHS
Marine Science HS
Malagay NHS
Kabungnan NHS
LBN M Dole Pena NHS
Bataang NHS

**Secondary**

**Summary of Teaching Loads of Master Teachers**

**SDO MARINDI A CITY**

**DEPARTMENT OF EDUCATION**

SY 2019-2020
MEMORANDUM

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.ed@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) 887-2744.

For strict compliance.
## Summary of Teaching Loads of Master Teachers

<table>
<thead>
<tr>
<th>Position</th>
<th>Total Number of MT by Position</th>
<th>Number of MT by Teaching Load in a Daily Average for a Week Schedule as Appeared in SF 7</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1 Hour</td>
</tr>
<tr>
<td>Master Teacher I</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Master Teacher II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master Teacher III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master Teacher IV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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_MT Summary Report"
4. Deadline of Submission to ps.oed@deped.gov.ph is **on or before July 10, 2019**

Prepared by: ___________________________  Reviewed by: ___________________________  Approved by: ___________________________

DPO III  SGOD Chief  SDS