FOCUS GROUP DISCUSSION (FGD) ON TEACHERS’ WORKLOAD

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

1. Attached is a letter from Ms. Marietta C. Atienza, Project Development Officer V, Officer-In-Charge, Office of the Director IV, Planning Service, DepEd Central Office dated July 22, 2019, re: Focus Group Discussion (FGD) on July 24, Wednesday at 9:00 A.M. – 11:00 A.M.

2. In line with this, the following personnel are invited to join the discussion at the AVR-2, 4th Floor, Division Office:

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>School</th>
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</thead>
<tbody>
<tr>
<td>Maribeth C. Rosario</td>
<td>Principal IV</td>
<td>Nangka ES</td>
</tr>
<tr>
<td>Aizaleen M. Garchitorena</td>
<td>Principal IV</td>
<td>Marikina ES</td>
</tr>
<tr>
<td>Janet S. Amurao</td>
<td>Principal IV</td>
<td>Marikina Science HS</td>
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<tr>
<td>Eduardo M. Aguilar</td>
<td>MT-II</td>
<td>San Roque NHS</td>
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<tr>
<td>Andrea C. Dadal</td>
<td>MT-II</td>
<td>Sto. Niño ES</td>
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<tr>
<td>Genevieve D. Guinid</td>
<td>MT-I</td>
<td>Parang ES</td>
</tr>
<tr>
<td>Rosamaria C. Buere</td>
<td>MT-I</td>
<td>Sta. Elena HS</td>
</tr>
<tr>
<td>Rose G. Publico</td>
<td>MT-I</td>
<td>Industrial Valley ES</td>
</tr>
<tr>
<td>Rossana A. Lagan</td>
<td>HT-IV</td>
<td>Parang HS</td>
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<td>Ma. Lourdes A. Oreza</td>
<td>HT-I</td>
<td>Barangka NHS</td>
</tr>
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3. The above-listed names are requested to bring their Job Descriptions and/or Individual Performance Commitment and Review Forms (IPCRFs).

4. Immediate and wide dissemination of this Memorandum is desired.

Encl: As Stated

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Office of the Schools Division Superintendent

Maka-Diyos, Makatang, Makakalikasan at Makabansa
July 22, 2019

DR. JOEL T. TORRECAMPO
Superintendent
Marikina City School Division Office

Dear Dr. Torrecampo:

As part of the series of initiatives in reviewing the current state of teachers’ workload, the Planning Service will conduct a Focus Group Discussion (FGD) with select teachers in your division on July 24, Wednesday at 9am-11am. The FGD shall particularly focus on the teaching load and ancillary tasks of Master Teachers. The activity’s objectives are as follows:

1. Validation of initial data on teaching loads and ancillary tasks
2. Mapping of procedures and protocols for assigning teaching loads and ancillary tasks to Master Teachers
3. Generate policy recommendations on how to better manage workload of Master Teachers

In view of this, we would like to request your assistance in inviting one (1) Planning Officer, three (3) School Heads, five (5) Master Teachers, and two (2) Head Teachers who would participate in the FGD. As much as possible, we would like the participants to represent three (3) different schools of different size classifications (small, medium, and large).

For questions or concerns, you may coordinate with Jonathan Diche at telephone number (02) 687-2744 and email address ps.od@deped.gov.ph.

The Planning Service highly appreciates your cooperation in this policy study. With your valuable help, we hope to develop reasonable policy recommendations that would allow teachers to be more effective in their core business of teaching.

Thank you and best regards.

DepEd Complex, Meralco Ave., Pasig City 1600
Very truly yours,

MARIETA CATIENZA
Project Development Officer V
Officer-in-charge, Office of the Director IV
Planning Service