MEMORANDUM
DM-PHRODEO-2019-04-47

TO: All Schools Division Superintendents

FROM: JESUS L.R. MATEO
Undersecretary

SUBJECT: Submission of Master Teachers Teaching Load Matrix

DATE: 30 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 No. 1 for 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.

Electronic copy of the template with the filename convention “SDO_Region_MT Summarized 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,

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. ZELA ROSA, CESO V
Schools Division Superintendent
## 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>Master Teacher I</td>
<td>10</td>
<td>0  2  2  3  2  1  0  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_Rregon_MT Summary Report".

4. Deadline of Submission to psod@deped.gov.ph is **on or before July 10, 2019**

Prepared by: DPO III
Reviewed by: SGOD Chief
Approved by: SDS