



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Casisang, Malaybalay City



Telefax # 088-314-0094, Website: depedmalaybalay.net

DIVISION MEMORANDUM

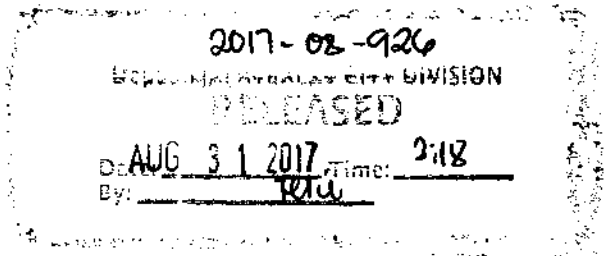
No. 443 s. 2017

To : Chief Education Supervisors and Staff, SGOD and CID
Schools Heads Public Elementary and Secondary
This Division

FROM : 
EDILBERTO L. OPLENARIA, CESO VI,
OIC-Schools Division Superintendent

DATE : August 31, 2017

SUBJECT : SUBMISSION OF TEACHER INVENTORY REPORT IN PUBLIC SCHOOLS



1. Pursuant to the Regional Memorandum No. 375 s. 2017 *re: Status Report on Teacher Item*, all school heads are hereby directed to submit report on Teacher Inventory Report following the attached template 3 in soft and hard Microsoft Excel format.
2. Soft copy of this report is required to be submitted to this Office thru email (novem_sescon@yahoo.com) on or before September 6, 2017. For queries, please contact Novem A. Sescon thru tel. no. 088-314-0094.
3. For your guidance and compliance.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X

Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No.: (088) 880-7072, 880-7071 Telefax: (08822) 72-26-51 Website: depedreg10.net

Tayo
PARA SA
EDUKASYON

August 17, 2017

DepED-X
Cagayan de Oro City

REGION MEMORANDUM

No. 375, s. 2017

25 AUG 2017

STATUS REPORT ON TEACHER ITEMS

RELEASED

To: Schools Division Superintendents
All Others Concerned
This Region

1. In line with the government's thrust on good governance, this Office hereby informs the field to conduct personnel audit. A report on Status of Teacher Items shall be collected from the Schools Division Offices on or before September 7, 2017 via email at pprddeped10@gmail.com.
2. The following templates are hereby enclosed:

Template 1 – Summary on Inventory of Teacher Items
Template 2A – Teacher Requirements in Public Schools
(Kinder to Grade 6)
Template 2B – Teacher Requirements in Public Schools
(Grade 7 to Grade 12)
Template 3 – Teacher Inventory in Public Schools
3. Immediate dissemination of this Memorandum is desired.


ALLAN G. FARNAZO
Director IV

Reference: as stated

Allotment:

To be indicated in the perpetual index under the following subjects:

BASIC EDUCATION RESOURCES PERSONNEL AUDIT

PPRD/ian-anne

Sa K to 12 may pagbabago, Sa Rehiyon Diyes mga mag-aaral ay panalo!

Template 1-Summary

Department of Education

S.Y. 2017-2018 Inventory of Teacher Items

Division of _____

Status Report of Teacher Items is computed based on the actual enrollment for SY 2017-2018 (per grade level and school) over old norms

K-G12 Teachers

Particulars	Number of Excess Teachers	Number of Teacher Shortage	No. of Unfilled Natural Vacancy Items
Kinder to Grade 6			
Non-Graded SPED (Gr 1-6)			
Junior High School			
Non-Graded SPED (JHS)			
TOTAL			

ALS Implementers

Particulars	Number of Teachers
District ALS Coordinator	1
Mobile Teacher	9

Submitted by:

Division Planning Officer

Senior Education Program Specialist-Planning & Research

Noted:

Schools Division Superintendent

Template 2A (K-6)

**DEPARTMENT OF EDUCATION
TEACHER REQUIREMENTS IN PUBLIC SCHOOLS (KINDER-GRADE 6)**

INSTRUCTIONS

1. Supply the enrolment and inventory of teachers of the annex schools to its mother school.
2. Include all nationally-funded plantilla positions (mother school and its annexes), doing ancillary services or detailed to other schools or division offices.
3. Using the SY 2017-2018 data, fill in columns 1 to 10.

School ID	School Name	Region	Division	Municipality	District	Leg District	ACTUAL ENROLMENT										KINDER TO GRADE 10 TEACHER INVENTORY	NON-GRADED SPED POSITION
							K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	SPED NG	TOTAL	Teacher Inventory	SPED Teacher Inventory	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	

Prepared by:

Noted:

School Head

Template 2B (G7-G-

**DEPARTMENT OF EDUCATION
TEACHER INVENTORY IN PUBLIC SCHOOLS (GRADE 7-12)**

INSTRUCTIONS

1. Add the enrolment and inventory of teachers of the annex schools to its mother school
2. Include all nationally-funded plantilla positions (mother school and its annexes), doing ancillary services or detailed to other schools or division offices
3. Using the SY 2017-2018 data, fill in columns 1 to 16

School ID	School Name	Region	Municipality	Division	Legislative District	ACTUAL ENROLMENT								TEACHER INVENTORY (Junior High School)	NON GRADED SPED
						Gr7	Gr8	Gr9	Gr10	Grade 11	Grade 12	SPED Non-Graded	Grand Total	Teacher Inventory	SPED Teacher Inventory
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Prepared by:

Noted:

School Head

Officer in - charge

Officer in - charge

Template 3

**DEPARTMENT OF EDUCATION
TEACHER INVENTORY IN PUBLIC SCHOOLS**

School Name : _____
School ID : _____
Municipality : _____
Legislative District : _____

Name of Teacher	Sex	Position Title	Salary Grade	Grade Level Assignment
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
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19				
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30				

Prepared by:

Noted:

School Head