



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION
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DIVISION MEMORANDUM

No. 638, s. 2022

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
School Heads
All others concerned
This Division

FROM:  **VICTORIA V. GAZO, PhD., CESO V**
Schools Division Superintendent

DATE: December 05, 2022

SUBJECT: **REITERATION OF REGIONAL MEMORANDUM NO. 082 s. 2022:
DEPLOYMENT OF MASTER TEACHERS INTO THE CLASSROOMS**

1. Pursuant to the Regional Memorandum no. 082 s. 2022 RE: Deployment of Master Teachers into the Classrooms which highlights the Department Memorandum No. 39 s. 1990 underscoring the giving of full teaching loads among the Master Teachers in the School except those with special projects or researches, in which case a minimum of four teaching loads be given, the Division reiterates the implementing guidelines of these issuances.
2. In relation to this, all schools are enjoined to revisit the guidelines through the attached Regional Memorandum and Department Memorandum.
3. Furthermore, school heads are required to submit the following documents to the division office which serve as proofs of the enforcement of these issuances on or before December 9, 2022.
 - a.) Master Teachers' Classroom Programs
 - b.) Master Teachers' Daily Program/ Subject Loads
 - c.) Office Order of Master Teachers with special projects/researches/Remedial/Reading Teachers.Format: Size: A4; Font Style: Book Man Old Style and Cover Page of the Folder must be simple (Avoid decorative cover pages; No colored pages)
4. Monitoring and Validation of these documents will be done by the Public Schools District Supervisors and Education Program Supervisors
5. Should there be queries, contact to **Dindo M. Gabales, PhD** Education Program Supervisor at 09978252603.



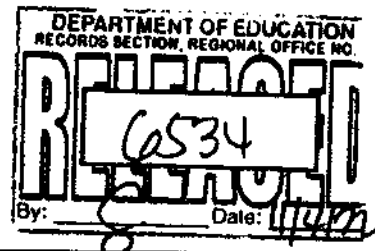
Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



November 2, 2022

REGIONAL MEMORANDUM
No. 682, s. 2022

DEPLOYMENT OF MASTER TEACHERS INTO THE CLASSROOMS


To: Schools Division Superintendents
All Others Concerned

1. This issuance reiterates **Department Memorandum No. 39, s. 1990** on the **Deployment and Assignment of Public School Teachers**, which underscores in 7.4. that all Master Teachers I, II and III should be given full teaching loads, except those with special projects or researchers, in which case a minimum of four teaching loads be given.
2. A maximum teaching load of 360 minutes is required for all Master Teachers. To meet this requirement, Master Teachers with a teaching load of less than 360 minutes must handle remedial classes designed for struggling students. Furthermore, Master Teachers must serve as class advisers.
3. Master Teachers must not be designated as Assistant School Heads nor School Heads. Such preference shall be given to those who passed in the National Qualifying Examinations for School Heads or NQESH. Hence, all Master Teachers shall be administratively under the school head/s where they are assigned notwithstanding their rank and salary.
4. Master Teachers should observe the statement of duties and responsibilities indicated in CSC Form No. 1 (Position Description Form). Taking this in consideration, MTs need to spend two hours in schools to help instructional supervision, coaching of teachers, and other curricular tasks. However, they may be allowed occasionally to do some work outside the school premises.
5. All Master Teachers shall remain in the classrooms while advancing in status and compensation and attach a premium to classroom effectiveness.

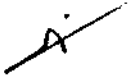


Ensure compliance with this Memorandum, the Schools Division Superintendents shall submit to this Office a program summary of all Master Teachers and the rest of the teaching staff for the School Year 2022-2023 via email at marnie.ricardo@deped.gov.ph not later than **November 11, 2022**.

7. This Office directs the immediate and wide dissemination of and compliance with this Memorandum.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director



* Deployment of Master Teachers into the Classrooms

HRDD-NEAP/ebisa