



September 28, 2018


DIVISION MEMORANDUM

No. 659, s. 2018

MAXIMUM UTILIZATION OF MASTER TEACHERS

**TO: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
Public Schools Division Supervisors (PSDSs)/OICs
Principal/Heads of Secondary Schools
All Others Concerned**

1. Pursuant to DECS Order no. 57, s. 1997 and MEC Order No. 10, s. 1979 particularly paragraph 7 which states that "the Schools Division Superintendent shall direct principals, district supervisors, and division supervisors to see to it that maximum and optimum use is made of the Master Teachers".
2. Deped Order 39, s. 1990, also states that "Master Teachers should concentrate to the given full teaching loads, except those with special projects or researches, in which case a minimum of 4 teaching loads be given".
3. PSDS's should refrain from recommending MT's as TIC's for an optimum use of Master Teachers to Teaching-learning activities.
4. This is to inform further that upon expiration of designation of those Master Teachers designated as TIC's, designation will no longer be afforded.
5. However if Master Teachers wish to shift into the administrative track, then conditions stipulated in herein attached DECS Order 82, s. 1997, entitled "Revised Guidelines on shifting from Master Teacher Position to Administrative Position and Vice Versa", be satisfied and adhered to.
6. For information and wide dissemination.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

**DO 82, S. 1997 – REVISED GUIDELINES ON SHIFTING FROM MASTER
TEACHER POSITION TO ADMINISTRATIVE POSITION AND VICE
VERSA**

October 27, 1997

DO 82, s. 1997

Revised Guidelines on Shifting from Master Teacher Position to Administrative
Position and Vice Versa

To: Undersecretaries

Assistant Secretaries

Regional/Bureau/Center Directors

Schools Division Superintendents

1. In line with the desire to give teachers of public elementary and secondary schools the opportunity and option to change career paths they like to pursue, the existing policy on shifting relevant to Master Teachers and Schools Principals shall be revised as follows:
 1. Shifting from the Master Teacher. Teacher's track to the principal's track and vice-versa shall be allowed once for both the elementary and secondary school Master Teacher and Principal at any point in the progression levels provided the qualification standards are met and after passing an examination.
 2. The Master Teacher or Principal who desires to shift is ranked with all-other qualified candidates for the equivalent position. The selected candidate should be given opportunities by the Division Superintendent to undergo training on the relevant competencies.
 3. For a Master Teacher I to be able to shift to the Principal's track and vice-versa at the same level, he/she should have a performance rating of Very Satisfactory in the last two years.
 4. A Master Teacher i can shift to the Principal i track without going down to the level of the Head Teacher provided he/she demonstrates the management competencies required of a Principal I. A Principal I who desires to shift to the Master Teacher's track shall likewise have to possess the teaching competencies required for Master Teachers at the level of shifting. The qualification requirements at each level of progression for both tracks shall correspondingly be revised to include the competency requirements for each level of the tracks.
 5. When a secondary school Head Teacher decides to shift to the Master teacher position, consideration must be given to subject area specialization.

6. An assessment, certification and training program shall be conducted by the National Educators Academy of the Philippines to prepare those intending to shift career paths and to certify their competencies.

2. This revision takes place immediately.

Reference:

None

Allotment: I-(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

CHANGE

OFFICIALS

POLICY

PROMOTIONS

TEACHERS

QUALIFICATIONS

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Region VII, Central Visayas
Cebu City

February 3, 1994

MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS
VOCATIONAL SCHOOL SUPERINTENDENTS/ADMINISTRATORS

RE : MAXIMUM AND OPTIMUM UTILIZATION OF MASTER TEACHERS

1. One of the concerns of DECS is the reduction, if not the elimination of existing disparities in the allocation of resources, both human and materials, in the divisions of the regions. In many school divisions, one very glaring disparity is the concentration or congestion of Master Teachers in the central schools of school districts to the disadvantage of barrio schools which by location are already underserved and disadvantaged.

2. Moreover, the field is reminded of MEC Order No. 10, s. 1979, entitled "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers," particularly paragraph 7 thereof which provides: "The school division superintendent shall direct principals, district supervisors, and division supervisors to see to it that maximum and optimum use is made of the Master Teachers."

3. In this connection, this Office adopts the following policy guidelines on the maximum and optimum utilization of MT's I and II.

3.1 Master Teachers shall be equitably distributed to complete elementary schools in every district having 10 or more teachers using the formula: 10% of the total number of teachers in a school equals the number of MT's who shall be assigned to the school.

3.2 Master Teachers II shall be given priority in assignment to central schools. Next priority shall be given to MTs who have been assigned to central schools before January, 1987. However, if the number of MTs I and/or II is more than 10% of the total number of teachers in the central school, the excess MTs shall be assigned to other complete elementary schools in the district following strictly the current ranklist of MTs.

3.3 No two or more MTs of the same major area of concentration shall be assigned to the same school as much as possible.

3.4 In schools where there are excess Master Teachers, new appointees to the vacated MT positions shall be transferred to other schools in need of MTs in the same district.

✓ 3.5 Master Teachers shall have regular teaching loads. In addition, they are expected to assist other teachers in the school or district toward improving their competencies, take the leadership in the preparation of instructional and other materials or performs such other functions commensurate with their capabilities as the principal may assign. Master Teachers may also be required to serve as demonstration teachers or teacher consultants in other schools in the district. Those who provide special services (e.g., librarian, clinic teacher, district/cultural coordinator) in addition to the above-mentioned additional duties may be required to handle at least four teaching loads of 40 minutes each.

**DO 39, S. 1990 – DEPLOYMENT AND ASSIGNMENT OF PUBLIC SCHOOL TEACHERS
AMENDED BY DO 50, S. 1994 – GUIDELINES FOR TEACHING ASSIGNMENTS IN
THE INTERMEDIATE GRADES**

April 24, 1990

DO 39, s. 1990

Deployment and Assignment of Public School Teachers

To: Regional Directors

Schools Superintendents

1. In order to answer the demands of teacher items both in the elementary and secondary schools and in anticipation of a significant increase in enrolment, the following guidelines are hereby formulated effective school year 1990-1991.
2. These guidelines shall be in conformity with RA 4670, the Magna Carta for Public School Teachers, whereby teachers are allowed a maximum of six hours of actual teaching and that anything beyond shall be compensated by overtime pay or honorarium, correspondingly.
3. In the computation, however, of actual teaching load a credit of 1 teaching load shall be given to: advisorship of a class, school paper or co-curricular activity. Coaching or handling of special/remedial classes shall be credited on the same scheme.
4. Organization of classes shall be on a minimum of at least 40 pupils/students per class and a maximum of 55 to ensure quality education. Any fraction after a total of 110 pupils assigned to two classes shall be allowed an organization of another class.
5. In the case of a new class or of classes in far-flung barrios, a class of 15 pupils shall be allowed. A combination of two grades with 40-55 pupils is encouraged.
6. As a matter of policy, maximizing the utilization of available resources should be resorted to as follows:
 1. Primary classes should be on a 1:1 ratio.
 2. Intermediate classes shall be on a 5:3 or 3:2 ration.
 3. Secondary teachers load shall be:
 1. Language and science laboratory teachers be given a minimum of 6 teaching loads but not beyond 8 loads for 40 minute periods and 4 teaching loads for a 60-minute period but not beyond 6 loads.
 2. Other secondary non languages and laboratory teaching loads shall be at a minimum of seven loads at forty minutes and a maximum of 9 teaching loads or a total of 360 minutes. Subjects taught at one hour or 1-1/2 hours based on the 1973 revised curriculum be guided by the foregoing prescribed teaching loads.
7. Other non-academic teachers shall now be involved in actual teaching as follows:

1. All teachers on detail in non-DECS and DECS offices shall be recalled and given corresponding teaching loads.
2. Special teachers, head teachers and principals I shall also be assigned teaching loads as follows:
 1. Librarian, canteen teachers, guidance and property custodians in a school with a student population of 2,000 and above shall not be given teaching loads. All the rest should be given at least 2 and not beyond 4 teaching loads.
 2. School and/or district coordinators should be given corresponding teaching loads of at least 2 and not more than 4 loads.
 3. Elementary/secondary school head teachers and department heads and secondary and elementary principals I should be given 2-4 teaching loads if they handle less than 14 teachers.
 4. All Master Teachers I and II be given full teaching loads, except those with special projects or researches, in which case a minimum of 4 teaching loads be given.
8. Effective this school year, central school vacancies should be deployed to remote barangays especially in schools with multigrade and/or combination classes. This can be done divisions/districts wise.
9. Should there be identified excess teachers in a division, the Regional Director shall submit a recommendation for the transfer of the items to another division within the region upon previous approval by DBM and the DECS. Excess secondary teachers in vocational schools and SUC's shall be looked into for proper utilization in neighboring schools.
10. This Office shall release items only after above guidelines have been duly complied with.
11. All other laws and regulations inconsistent with the provisions of any or all of this Order are hereby rescinded or amended accordingly. Immediate dissemination is urgently requested.

Reference: BPS Circular No. 6, s. 1967

Allotment: 1-2—(M.O. 1-87)

To be indicated in the Perpetual Index under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT

LEGISLATION

SCHOOLS

TEACHERS



July 21, 2011

B. Bayala
for dissemination.
JS
7/26/11

REGIONAL MEMORANDUM

No. 452, s. 2011

**TEACHING LOADS OF MASTER TEACHERS, HEAD TEACHERS,
PRINCIPALS AND/OR SPECIAL TEACHERS**

To: All Schools Division Superintendents
Officers-in-Charge of Regular/Interim Divisions

1. Reports have reached this Office that some Master Teachers are not given full teaching loads. Instead, more teaching loads are given to the locally-paid and newly-hired teachers.

2. In view hereof, this Office is directing all concerned to comply strictly with the provisions of DECS Order No. 39, s. 1990 relative to the giving of teaching loads to Master Teachers, Head Teachers, Principals and/or Special Teachers, particularly paragraph 7, quoted hereunder:

"7. Other non-academic teachers shall now be involved in actual teaching as follows:

a. All teachers on detail in non-DECS and DECS offices shall be recalled and given corresponding teaching loads.

b. Special teachers, head teachers and principals I shall also be assigned teaching loads as follows:

(1) Librarian, canteen teachers, guidance and property custodians in a school with student population of 2,000 and above shall not be given teaching loads. All the rest should be given at least 2 and not beyond 4 teaching loads.

(2) School and/or district coordinators should be given corresponding teaching loads of at least 2 and not more than 4 loads.

(3) Elementary/secondary school head teachers and department heads and secondary and elementary school principals I should be given 2-4 teaching loads if they handle less than 14 teachers.

(4) All Master Teachers I and II be given full teaching loads, except those with special projects or researches, in which case a minimum of 4 teaching loads be given."

3. Immediate and wide dissemination of this Memorandum to all concerned is enjoined.

DOWNLOADED

DATE: 7/29/11
TIME: 9:00 A.M.
SIGNATURE: [Signature]
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RECAREDO G. BORGONIA
Director IV
Regional Director

[Signature]
JUL 21 2011

"Educating for a Strong Republic"