



DEPARTMENT OF EDUCATION
DIVISION OF ZAMBOANGA PENINSULA
DIPOLOG CITY

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEPT. NORTE
Dipolog City 7100

RELEASED


NAME / SIGNATURE

DATE: 12/17/15

DIVISION MEMORANDUM

NO. 370, s. 2015

TO : Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary School Head Teachers
Elementary and Secondary Master Teachers
This Division

FROM :  **NATIVIDAD P. BAYUBAY, CESO VI**
Officer In-Charge
Office of the Schools Division Superintendent

SUBJECT : **COMPLIANCE TO DECS ORDER NO. 39, s. 1990 DEPLOYMENT
AND ASSIGNMENT OF PUBLIC SCHOOL TEACHERS**

DATE : December 17, 2015

This division is still receiving reports that some Head Teachers and Principals I that are managing schools with less than 14 teachers have no teaching loads and that some Master Teachers I and II are not given full teaching loads.

As such, this is to reiterate Division Memorandum No. 63, s. 2014 *Submission of Class Program* dated July 15, 2014 **directing all concerned to strictly comply with the following guidelines for teaching loads to Master Teachers, Head Teachers, Principals and/ or Special Teachers per DECS Order No. 39, s. 1990 par. 7 letter b nos. 3 & 4**, particularly the hereunder quoted provisions:

“(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;” and

“(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.”

For widest dissemination and strict compliance.