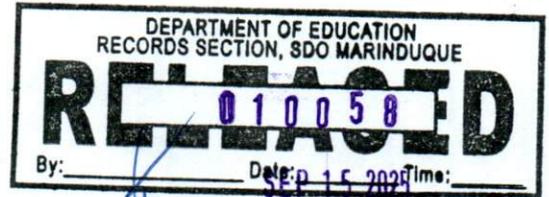




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-HR-2025-025

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID/OIC-CES, SGOD
School Heads, Public Elementary, Secondary, Integrated School
All Others Concerned

From: 
LYNN G. MENDOZA, EdD
Officer-In-Charge
Schools Division Superintendent

Subject: **SUBMISSION OF REPORT ON THE NUMBER OF TEACHERS AND MASTER TEACHERS**

Date: September 11, 2025

Pursuant to Section 9.0 of DBM Joint Circular No. 1, s. 2025, which amends the *1997 Organization and Staffing Standards for DECS Schools Division, Elementary and Secondary Schools*, this Office requests the submission of the **Report on the Number of Teachers and Master Teachers per school.**

To ensure uniformity in the content of the report, please see attached template taken from Annex S-1 of DepEd Order No. 24, s. 2005.

Deadline of submission of the required report in hard and soft copies will be on September 16, 2025, at the Personnel Section.



Republic of the Philippines

Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

REPORT ON THE NUMBER OF TEACHERS AND MASTER TEACHERS

I. Summary of Teaching Positions (Within the School)

Level (Elementary/Junior High School/Senior High School): _____

Learning Area/Subject Area/Specialization (if applicable): _____

Position	Number of Teachers
Teacher Positions:	
Teacher I	
Teacher II	
Teacher III	
Teacher IV	
Teacher V	
Teacher VI	
Teacher VII	
Total Number of Teacher Positions:	
Master Teacher Positions:	
Master Teacher I	
Master Teacher II	
Master Teacher III	
Master Teacher IV	
Master Teacher V	
Total Number of Master Teacher Positions:	

II. Master Teacher Ratio

Ratio of Master Teacher to Teachers (Part I)	
Allowable Number of Master Teachers per Learning Area/Subject Area/Track/Specialization¹	
Number of Requests for Master Teacher Positions per Teacher Competency Reclassification List for FY _____	Master Teacher I
	Master Teacher II
	Master Teacher III
	Master Teacher IV
	Master Teacher V
	TOTAL
Remaining Balance/Available Master Teacher Slots After this Request	



Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

III. Detailed Report on the Number of Teachers and Master Teachers per Learning Area/Subject Area/Track/Specialization

Position	Item Number <i>(Please follow the order in the latest PSIPOP)</i>	Last Name	First Name	Middle Name

Note: There should be no double counting of teachers with other learning area/subject area/track/specialization.

Prepared by:

School Head

Reviewed by:

Administrative Officer V

Recommending Approval:

Schools Division Superintendent

Verified by:

Chief Administrative Officer
Administrative Division

Approved:

Regional Director