



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

August 21, 2024

**DIVISION MEMORANDUM**

OSDS No. 093, s. 2024

**REITERATION OF THE POLICY ON ASSIGNING TEACHING LOADS  
TO MASTER TEACHERS**

To: Assistant Schools Division Superintendent  
Chiefs of SGOD and CID  
Education Program Supervisors  
School Heads  
All Others Concerned

1. In accordance with MEC Order No. 10, s. 1979 titled Implementing Rules and Regulations for the System of Career Progression for Public School Teachers, specifically Item 6 of its Enclosure (Rules and Regulation for the Implementation of the System of Career Progression for Public School teachers), it is reiterated that "**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 leadership in the preparation of instructional and other materials or perform 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".

2. School heads are enjoined to strictly adhere to this provision by implementing mechanisms and strategies that fully utilize the services and expertise of Master Teachers. This includes assigning them regular teaching loads of not more than six (6) ours per day, including homeroom advising duties. Furthermore, they should be tasked with mentoring, coaching, provision of technical assistance, serving as demonstration teachers, and other teaching-related responsibilities appropriate for their role.

3 It is emphasized that coaching, mentoring and provision of technical assistance are integral responsibilities of a Master Teacher and should be included in the two (2) hours allotted for ancillary tasks incidental to the master teacher's normal teaching duties, except when these activities extend beyond the 8-hour workday for government employees. In such cases, the Master Teacher is entitled to Vacation Service Credits (VSC) for any overtime work performed.

4. For information, guidance and compliance.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent 

Enclosure: None

References: MEC Order No. 10, s. 1979 and DepEd Order No. 005, s. 2024



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Allotment: None

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

ASSIGNMENT  
CURRICULUM  
TEACHING LOAD

GBB/OSDS/DM/REITERATION OF THE POLICY ON ASSIGNING TEACHING LOADS TO MASTER  
TEACHERS/August 21, 2024



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