



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

DEP-ED - TABUK CITY



Office of the Schools Division Superintendent

Division Memorandum
No. 137, s. 2021

TO : Public Schools District Supervisors
All others concerned

DATE : May 26, 2021

SUBJECT : **Meeting of PSDSs with SDS on Elementary Teacher Needs Analysis**

1. There will be a meeting with the Schools Division Superintendent on **June 3, 2021 9:00 AM.**
2. The agenda will be the following:
 - a. Teacher Needs Analysis
 - b. Master Teacher Deployment Analysis
 - c. School Head Deployment Analysis
3. Participants to this meeting will be the following:
 - SDS
 - ASDS
 - PSDSs of the 10 districts
 - HRMO
 - Planning Officer
 - Secretariat
4. PSDSs shall use the format below for submission and presentation on the said day.

| a. Teacher Needs Analysis | | | | | | |
|----------------------------------|------------------------|------------------------|-----------------------|-------------------------------|------------------------|--------------|
| District: | | | | | | |
| School | No. of Learners | No. of Teachers | No. of Classes | Teacher: Learner ratio | Excess Teachers | Needs |
| | | | | | | |



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga
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| b. Master Teacher and School Heads Analysis | | | | | | |
|---|------------------|-----------------------|-------------|-------------|--|--------------------------|
| School | No. of Enrollees | No. of Teachers I-III | No. of MT-1 | No. of MT-2 | School Head (ESP/SSP / HT/ TIC/ Department HT) | Remarks / Recommendation |
| | | | | | | |

- Lunch during the conduct of the said activity shall be charged against Division local funds subject to the usual accounting rules and regulations.
- Attendance is a must.

IRENE S. ANGWAY, PhD, CESO VI
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Officer-in-Charge, Office of the Schools Division Superintendent



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