



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

www.depednegor.net negros.oriental@deped.gov.ph (035) 225 2376 / 225 2838 / 422 5283

July 7, 2017

DIVISION MEMORANDUM
No. 395, S. 2017

TO : Assistant Schools Division Superintendent
Chief, CID & SGOD
Division Education Program Supervisors
Public School District Supervisors/District In-charge
School Heads, Elementary and Secondary

SUBJECT : **ORGANIZATIONAL MEETING OF ALL MASTER TEACHERS IN
ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL**

=====

1. The field is hereby informed of an Organizational Meeting of All Master Teachers in Elementary, Junior and Senior High School on July 28, 2017 at a venue to be announced later.
2. Anent to this, you are hereby requested to submit a List of Master Teachers in your respective district, following the attached format to be submitted on or before July 14, 2017. Together with the list is the Master Teacher's Class Schedule.
3. Travel and other incidental expenses shall be charged to School MOOE, while Lunch and 2 snacks shall be charged to Human Resource Training & Development Funds subject to the usual accounting and auditing rules and regulations.
4. This memorandum serves as participant's TRAVEL ORDER.
5. For your information and guidance.

LELANIE T. CABRERA
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
SALUSTIANO T. JIMENEZ, CESO VI
OIC, Assistant Regional Director, NIR
Concurrent Schools Division Superintendent

/carmi'17

JUL 10 2017

(Enclosure to Division Memorandum No. _____)

LIST OF MASTER TEACHERS IN THE DISTRICT

A. ELEMENTARY

DISTRICT:

SCHOOL	NAME OF TEACHER	POSITION	Number of Years as Master Teacher	GRADE LEVEL TAUGHT

B. JUNIOR HIGH SCHOOL

SCHOOL	NAME OF TEACHER	POSITION	Number of Years as Master Teacher	SUBJECT AREA	GRADE LEVEL TAUGHT

C. SENIOR HIGH SCHOOL

SCHOOL	NAME OF TEACHER	POSITION	Number of Years as Master Teacher	SUBJECT AREA	GRADE LEVEL TAUGHT

NOTE: Please attached the individual class schedule of each Master Teacher.

Prepared by:

Submitted by:

PSDS