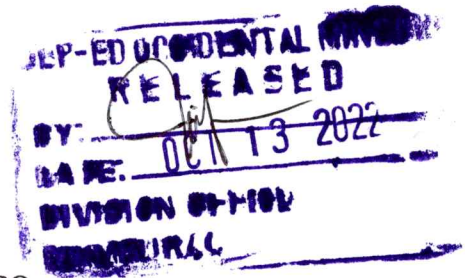




Republic of the Philippines
Department of Education
MIMAROPA REGION

SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division Superintendent

October 13, 2022

DIVISION MEMORANDUM

No. 000379, s. 2022

**SUBMISSION OF PROFILE, RESEARCH INVOLVEMENT, SPECIAL PROJECTS
IMPLEMENTED, AND TECHNICAL ASSISTANCE (TA) PROVIDED/NEEDS
OF MASTER TEACHERS**

To : OIC-Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Division Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Per Regional Memorandum No. 95, s. 2022 with the same title, the Schools Division of Occidental Mindoro calls for submission of the required profile of master teachers including their research involvement, special projects implemented, and technical assistance (TA) provided/needs which shall be facilitated by the elementary and high school heads, and validated by the Public Schools District Supervisors.
2. This profiling activity intends to determine whether the crucial roles of Master Teachers are ably performed especially in their participation in the planning, designing, and implementing school-based training programs for teachers, in the checking, improving, and preparing sample lesson plans for the assigned grade levels or subject areas, in spearheading the interpretation of assessment results gauge in designing intervention activities to improve learners' performance, and in innovating instructional practices through action researches.
3. Attached is the Regional Memorandum including the templates to be accomplished by the School Heads with Master Teachers only. The templates can also be downloaded through the link: <https://bit.ly/3rILWOL>.
Enclosure 1: Elementary Schools
Enclosure 2: Junior High Schools
Enclosure 3: Senior High Schools
Enclosure 4: Junior with Senior High Schools
Enclosure 5: Integrated Schools
4. All Public Schools District Supervisors (PSDS) shall validate the report submitted by the school heads. After validation, they shall upload the report separately per school in the designated district google drive on or before October 28, 2022 using the following filename:
 - **District_ES_School Name** (e.g. Mamburao_ES_Mamburao CS)

ASDS Office_rsm/10.10.2022



✉ Brgy. Payompon, Mamburao, Occidental Mindoro
☎ 0906-550-1840/0929-630-1538
occidental.mindoro@deped.gov.ph
f DepEd Tayo Occidental Mindoro

4

- **District_JHS_School Name** (e.g. Abra de Ilog JHS_San Luis HS)
- **District_SHS_School Name** (for SHS stand alone)
- **District_JHS with SHS_School Name** (e.g. San Jose East JHS with SHS_San Jose NHS)
- **District_IS_School Name** (e.g. Lubang_IS_Lubang IS)

The files/reports have to be uploaded using the link: **<https://bit.ly/3rGCnQa>** and **<https://bit.ly/3fRFp1p>**.

5. The Senior Education Program Specialist of SMME, Ms. Shalee Y. Tadeja shall monitor the compliance of the school heads and PSDSs on accomplishing, and submitting the reports. For monitoring purposes, she is given access to the Google Drive link.
6. For queries and concerns, please contact Ms. Shalee Y. Tadeja.
7. Wide dissemination of this Memorandum is desired.



LYNN G. MENDOZA, EdD
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

Reference: None
 Inclosure: As stated

To be Indicated in the Perpetual Index
 under the following Subjects:

REPORTS

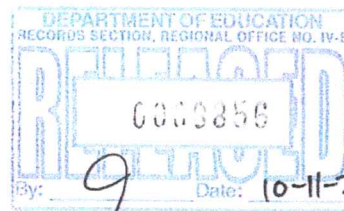
PROFILE

MASTER TEACHERS

MONITORING



Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

October 10, 2022

REGIONAL MEMORANDUM

No. 96, s. 2022

**SUBMISSION OF PROFILE, RESEARCH INVOLVEMENT, SPECIAL PROJECTS
IMPLEMENTED, AND TECHNICAL ASSISTANCE (TA) PROVIDED/NEEDS
OF MASTER TEACHERS**

To: **Schools Division Superintendents
Assistant Schools Division Superintendents
Chief Education Supervisors, CID and SGOD
Administrative Officer V, Administrative Unit
Senior Education Program Specialists – SMME
Public Schools District Supervisors
All Others Concerned**

1. Master Teachers (MTs) play a crucial role in the academic performance of learners. More so, they are expected to provide technical assistance by taking active participation in the planning, designing, and implementing school-based training programs for teachers; check, improve, and prepare sample lesson plans for the assigned grade or subject areas; spearhead in interpreting assessment results and design intervention to improve learners' performance; innovates instructional practices through action research and many others.
2. In one of the monitoring activities of the Region, there were bottlenecks, lags, issues, and concerns (BLICS) relative to the above-stated functions.
3. In response to this, the Regional Office through the Field Technical Assistance Division (FTAD) in collaboration with the other Functional Divisions is requesting a report which includes: the deployment and assignment of teachers, research involvement, research/need-based curricular innovations/projects implemented, technical assistance provided to teachers as well as their technical assistance needs.
4. Attached are the templates to be accomplished by the Heads of Schools with Master Teachers only. These templates can also be downloaded through <https://bit.ly/3rILWOL>

Enclosure 1: Elementary Schools
Enclosure 2: Junior High Schools
Enclosure 3: Senior High Schools
Enclosure 4: JHS with SHS
Enclosure 5: Integrated Schools

FTAD/AMF



Meralco Avenue corner St. Paul Road, Pasig City

(02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799

mimaropa.region@deped.gov.ph DepEd Mimaropa Region [depedmimaroparegion.ph](https://www.depedmimaroparegion.ph)

5. Heads of Schools with MTs are requested to accomplish the template and submit it to the Office of the Public Schools District Supervisor (PSDS) on or before October 21, 2022.
6. PSDSs are requested to validate the report submitted by the School Head. After validation, they are requested to upload separately the report per school in the designated district google drive on or before October 28, 2022.

For uniformity, the filename of the validated report to be uploaded shall follow the format below, depending on the course offered by the school.

- **District_ES_School Name** (e.g. Puerto Galera_ES_Puerto Galera CS)
- **District_JHS_School Name**
(e.g. Alcantara_JHS_Melodias Imperial Sr. NHS)
- **District_SHS_School Name** (e.g. Torrijos_SHS_Torrijos SHS)
- **District_JHS with SHS_School Name**
(e.g. District I_JHS with SHS_Palawan NS)
- **District_IS_School Name** (e.g. Narra Del Norte_IS_Narra IS)

7. Below is the list of Google Drive Links per SDO which contain the individual folders per District, where the PSDSs shall upload the validated report.

SDO	Google Drive Link
Occidental Mindoro	https://bit.ly/3rGCnQa
Oriental Mindoro	https://bit.ly/3Vdojv7
Calapan City	https://bit.ly/3EsyCWa
Marinduque	https://bit.ly/3T7crZJ
Romblon	https://bit.ly/3egQhpc
Palawan	https://bit.ly/3Vf32Bm
Puerto Princesa City	https://bit.ly/3RTPb0d

8. The Senior Education Program Specialists (SEPS) for School Management and Monitoring and Evaluation (SMME), shall monitor and ensure that School Heads and the PSDSs must accomplish and submit the requested report as scheduled.

For monitoring purposes, the SEPS will be given access to the SDO Google Drive Link. Moreover, the SDO thru the Division Field Technical Assistance Teams (DFTATs) can make use of the data in making a school-to-school analysis as regards the MT deployment, research involvement, research/need-based curricular innovations/projects implemented, and technical assistance (TA) provided/needs as a basis for possible intervention, if necessary.

9. For queries and clarifications, please contact Wendell I. Formalejo, PhD, Chief Education Supervisor, Field Technical Assistance Division via ftad.mimaroparegion@deped.gov.ph.

10. Dissemination and compliance with this memorandum are desired.


NICOLAS T. CAPULONG, PhD, CESO III
 Director IV
 Regional Director


 Republic of the Philippines
Department of Education
 MIMAROPA REGION

Enclosure 1

Profile of Elementary School Master Teachers

Division: _____ District: _____ School: _____ School ID: _____
 PSDS: _____ Name of School Head: _____ Position/Designation: _____

Part I. Profile of Master Teachers

Grade Level	Number of Teachers	Number	Total Actual Teaching Time (minutes) per Week	Master Teacher I			Number	Total Actual Teaching Time (minutes) per Week	Master Teacher II		
				School	District	SDO			School	District	SDO
Kindergarten											
Grade 1											
Grade 2											
Grade 3											
Grade 4											
Grade 5											
Grade 6											
Non-Advisers											
TOTAL			XXX		XXX			XXX			XXX

Part II. Research Involvement (Note: Do not include research submitted as a requirement in graduate school)

Name of Master Teacher	Position (MT I/II)	Year/s in Service as MT	Research Initiative/s			Year Started	Approved Title of Completed/ongoing Research
			No. of Completed Research as MT	Year Completed	Approved No. of Ongoing Research		



Meralco Avenue corner St. Paul Road, Pasig City
 Telephone No.: (02) 9413760 / Email Address: mimaropa.region@deped.gov.ph

Part III. Research/Need-Based Curricular Innovations/Projects Implemented

Name of Master Teacher	Approved Innovation/Intervention to address Curriculum related challenges and learning gaps in the School	Year Implemented	Initial Gain/Result of the Curricular Innovation/ Intervention on Learners/School Academic Performance

Part IV. Technical Assistance Provided by the Master Teachers to Teachers

Name of Master Teacher	Coaching Activities conducted in relation to but not limited to Lesson Planning, Classroom Management, Development of LR, Teaching Strategies, Test Construction, and Learning Assessment	Mentoring Activities conducted in relation to but not limited to conducting action research	Number of Demonstration Teaching Conducted last SY 2021-2022

Part V. Technical Assistance Needed by the Master Teachers

No.	Technical Assistance Needed
1.	
2.	
3.	
4.	
5.	

Prepared by:

Validated by:

School Head

Public Schools District Supervisor



Republic of the Philippines
Department of Education
 MIMAROPA REGION

Enclosure 2

Profile of Junior High School Master Teachers

Division: _____ District: _____ School: _____ School ID: _____
 PSDS: _____ Name of School Head: _____ Position/Designation: _____

Part I. Profile of Master Teachers

Subjects	Number of Teachers	Master Teacher I			Master Teacher II				
		Number	Total Actual Teaching Time (minutes) per Week	Ancillary Assignment	Number	Total Actual Teaching Time (minutes) per Week	Ancillary Assignment in School/District/SDO		
English				School	District	SDO	School	District	SDO
Science									
Mathematics									
Filipino									
AP									
ESP									
MAPEH									
TLE									
Non-Advisers									
TOTAL			XXXX		XXXX			XXXX	

Part II. Research Involvement (Note: Do not include research submitted as a requirement in graduate school)

Name of Master Teacher	Position (MT I/II)	Year/s in Service as MT	Research Initiative/s		Year Started	Approved Title of Completed/ongoing Research
			No. of Completed Research as MT	Year Completed		

FTAD/WIF



Meralco Avenue corner St. Paul Road, Pasig City
 Telephone No.: (02) 9413760 / Email Address: mimaropa.region@deped.gov.ph

Part III. Research/Need-Based Curricular Innovations/Projects Implemented

Name of Master Teacher	Approved Innovation/Intervention to address Curriculum related challenges and learning gaps in the school	Year Implemented	Initial Gain/Result of the Curricular Innovation / Intervention on Learners/School Academic Performance

Part IV. Technical Assistance Provided by the Master Teachers to Teachers

Name of Master Teacher	Coaching Activities conducted in relation to but not limited to Lesson Planning, Classroom Management, Development of LK, Teaching Strategies, Test Construction, and Learning Assessment	Mentoring Activities conducted in relation to but not limited to conducting action research	Number of Demonstration Teaching Conducted last SY 2021-2022

Part V. Technical Assistance Needed by the Master Teachers

No.	Technical Assistance Needed
1.	
2.	
3.	
4.	
5.	

Prepared by:

Validated by:

School Head

Public Schools District Supervisor



Republic of the Philippines
Department of Education
 MIMAROPA REGION

Enclosure 3

Profile of Senior High School Master Teachers

Division: _____ District: _____ School: _____ School ID: _____
 PSDS: _____ Name of School Head: _____ Position/Designation: _____

Part I. Profile of Master Teachers

STRANDS	Number of Core Teachers	Number	Total Actual Teaching Time (minutes) per Week	Master Teacher I			Master Teacher II			Master Teacher III											
				School	District	SDO	Number	Total Actual Teaching Time (minutes) per Week	School	District	SDO	Number	Total Actual Teaching Time (minutes) per Week	School	District	SDO					
Academic Track	XXX	XXX	XXX				XXX	XXX				XXX	XXX				XXX	XXX			
GAS																					
ABM																					
HUMSS																					
STEM																					
TVL Track																					
Sports Track																					
Arts and Design Track																					
TOTAL			XXX	XXX	XXX	XXX		XXX	XXX	XXX		XXX	XXX	XXX		XXX	XXX	XXX		XXX	XXX

Part II. Research Involvement (Note: Do not include research submitted as a requirement in graduate school)

Name of Master Teacher	Position (MT I/II/III)	Year/s in Service as MT	Research Initiated/s		Year Started	Approved Title of Completed/ongoing Research
			No. of Completed Research as MT	Approved No. of Ongoing Research		

Part III. Research/Need-Based Curricular Innovations/Projects Implemented

Name of Master Teacher	Approved Innovation/Intervention to address Curriculum related challenges and learning gaps in the School	Year Implemented	Initial Gain/Result of the Curricular Innovation/ Intervention on Learners/School Academic Performance

Part IV. Technical Assistance Provided by the Master Teachers to Teachers

Name of Master Teacher	Coaching Activities conducted in relation to but not limited to Lesson Planning, Classroom Management, Development of LR, Teaching Strategies, Test Construction, and Learning Assessment	Mentoring Activities conducted in relation to but not limited to conducting action research	Number of Demonstration Teaching Conducted last SY 2021-2022

Part V. Technical Assistance Needed by the Master Teachers

No.	Technical Assistance Needed
1.	
2.	
3.	
4.	
5.	

Prepared by: _____

Validated by: _____

School Head _____

Public Schools District Supervisor _____



Republic of the Philippines
Department of Education
 MIMAROPA REGION

Enclosure 4

Profile of Junior High School Master Teachers

Division: _____ District: _____ School: _____ School ID: _____
 PSDS: _____ Name of School Head: _____ Position/Designation: _____

Part I. Profile of Master Teachers

Subjects	Number of Teachers	Master Teacher I			Master Teacher II		
		Number	Total Actual Teaching Time (minutes) per Week	School	Number	Total Actual Teaching Time (minutes) per Week	School
English							
Science							
Mathematics							
Filipino							
AP							
ESP							
MAPEH							
TLE							
Non-Advisers							
TOTAL		XXX	XXX	XXX	XXX	XXX	

Part II. Research Involvement (Note: Do not include research submitted as a requirement in graduate school)

Name of Master Teacher	Position (MT I/II)	Year/s in Service as MT	Research Initiative/s		Year Started	Approved Title of Completed/ongoing Research
			No. of Completed Research as MT	Year Completed		

Profile of Senior High School Master Teachers

Part I. Profile of Master Teachers

STRANDS	Number of Core Teachers	Number	Total Actual Teaching Time (minutes) per Week	Master Teacher I			Master Teacher II			Master Teacher III				
				School	District	SDO	School	District	SDO	School	District	SDO		
Academic Track	xxx	xxx	xxx				xxx	xxx				xxx	xxx	
GAS														
ABM														
HUMSS														
STEM														
TVL Track														
Sports Track														
Arts and Design Track														
TOTAL			xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx

Part II. Research Involvement (Note: Do not include research submitted as a requirement in graduate school)

Name of Master Teacher	Position (MT I/II/III)	Year/s in Service as MT	Research Initiative/s			Year Started	Approved Title of Completed/ongoing Research
			No. of Completed Research as MT	Year Completed	Approved No. of Ongoing Research		

Part III. Research/Need-Based Curricular Innovations/Projects Implemented

Name of Master Teacher	Approved Innovation/Intervention to address Curriculum related challenges and learning gaps in the School	Year Implemented	Initial Gain/Result of the Curricular Innovation/ Intervention on Learners/School Academic Performance



Republic of the Philippines
Department of Education
 MIMAROPA REGION

Enclosure 5

Profile of Elementary School Master Teachers

Division: _____ District: _____ School: _____ School ID: _____

PSDS: _____ Name of School Head: _____ Position/Designation: _____

Part I. Profile of Master Teachers

Grade Level	Number of Teachers	Master Teacher I			Master Teacher II			
		Number	Ancillary Assignment		Number	Ancillary Assignment in School/District/SDO		
		Total Actual Teaching Time (minutes) per Week	School	District	SDO	School	District	SDO
Kindergarten								
Grade 1								
Grade 2								
Grade 3								
Grade 4								
Grade 5								
Grade 6								
Non-Advisers								
TOTAL		XXXX		XXXX				XXXX

Part II. Research Involvement (Note: Do not include research submitted as a requirement in graduate school)

Name of Master Teacher	Position (MT I/II)	Year/s in Service as MT	Research Initiative/s		Year Started	Approved Title of Completed/ongoing Research
			No. of Completed Research as MT	Year Completed		



FTAD/WIF
 Meralco Avenue corner St. Paul Road, Pasig City
 Telephone No.: (02) 9413760 / Email Address: mimaropa.region@deped.gov.ph

Part III. Research/Need-Based Curricular Innovations/Projects Implemented

Name of Master Teacher	Approved Innovation/Intervention to address Curriculum related challenges and learning gaps in the School	Year Implemented	Initial Gain/Result of the Curricular Innovation/ Intervention on Learners/School Academic Performance

Part IV. Technical Assistance Provided by the Master Teachers to Teachers

Name of Master Teacher	Coaching Activities conducted in relation to but not limited to Lesson Planning, Classroom Management, Development of LR, Teaching Strategies, Test Construction, and Learning Assessment	Mentoring Activities conducted in relation to but not limited to conducting action research	Number of Demonstration Teaching Conducted last SY 2021-2022

Part V. Technical Assistance Needed by the Master Teachers

No.	Technical Assistance Needed
1.	
2.	
3.	
4.	
5.	

Profile of Junior High School Master Teachers

Part I. Profile of Master Teachers

Subjects	Number of Teachers	Master Teacher I			Master Teacher II																	
		Ancillary Assignment			Ancillary Assignment in School/District/SDO																	
		Number	Total Actual Teaching Time (minutes) per Week	School	District	SDO	Number	Total Actual Teaching Time (minutes) per Week	School	District	SDO											
English																						
Science																						
Mathematics																						
Filipino																						
AP																						
ESP																						
MAPEH																						
TLE																						
Non-Advisers																						
TOTAL			XXX			XXX																

Part II. Research Involvement (Note: Do not include research submitted as a requirement in graduate school)

Name of Master Teacher	Position (MT I/II)	Year/s in Service as MT	Research Initiative/s			Year Started	Approved Title of Completed/ongoing Research
			No. of Completed Research as MT	Year Completed	Approved No. of Ongoing Research		

Part III. Research/Need-Based Curricular Innovations/Projects Implemented

Name of Master Teacher	Approved Innovation/Intervention to address Curriculum related challenges and learning gaps in the School	Year Implemented	Initial Gain/Result of the Curricular Innovation/ Intervention on Learners/School Academic Performance

Part IV. Technical Assistance Provided by the Master Teachers to Teachers

Name of Master Teacher	Coaching Activities conducted in relation to but not limited to Lesson Planning, Classroom Management, Development of LR, Teaching Strategies, Test Construction, and Learning Assessment	Mentoring Activities conducted in relation to but not limited to conducting action research	Number of Demonstration Teaching Conducted last SY 2021-2022

Part V. Technical Assistance Needed by the Master Teachers

No.	Technical Assistance Needed
1.	
2.	
3.	
4.	
5.	

Prepared by: _____

Validated by: _____

School Head _____

Public Schools District Supervisor _____