



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 148, s. 2020

February 18, 2020

**SUBMISSION OF THE NUMBER OF TEACHERS PER SUBJECT  
AREA AND INDIVIDUAL TEACHING LOADS OF TEACHERS**

To: **SECONDARY SCHOOLS HEADS AND SCHOOL-IN-CHARGE**

1. Beginning SY 2020-2021 and onwards, Class Programs and Individual Teaching Loads of Teacher shall be submitted to the Schools Division Office, attention: Curriculum Implementation Division (CID), not later than April 15, 2020 prior to the start of the School Year.
2. Since most schools have not submitted the Approved Class Programs and Individual Teaching Loads of teachers this school year, submission is required on or before 28 February 2020. The amended or adjusted Class Programs and Individual Teaching Loads for those schools implementing shifting shall also be submitted on the same date.
3. The data shall be consolidated at the Division Level and will guide management in the equitable distribution of Teaching Item in every school
4. For immediate dissemination and strict compliance.

**CRISTY C. EPE**  
Schools Division Superintendent

