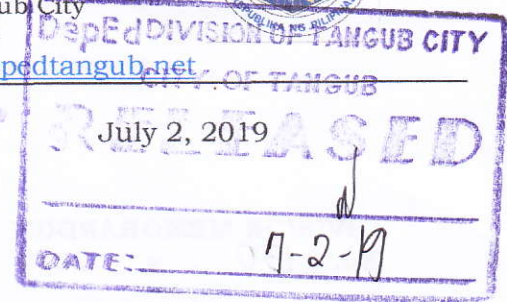




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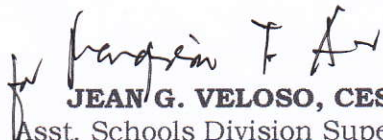


**DIVISION MEMORANDUM**  
No. 150, s. **2019**

**SUBMISSION OF MASTER TEACHERS TEACHING LOAD MATRIX**

To: Curriculum Implementation Division (CID)  
School Governance and Operations Division (SGOD)  
School Heads, TICs and SICs  
This Division

1. In view of the ongoing study on teacher workload conducted by DepEd Central Office, all School Heads are directed to submit School Form (SF) 7 or School Personnel Assignment List and Basic Profile for SY 2019-2020.
2. Blank SF7 in excel file can be downloaded from the Downloadable Forms section under Resources tab of our official website [www.depedtangub.net](http://www.depedtangub.net)
3. Deadline of submission is on **Friday, July 5, 2019** to the SGOD-Research and Planning Section c/o Mrs. Dorothy P. Neri.
4. The printed copy of SF7 must follow these instructions:
  - a. Paper size: A4
  - b. Orientation: Landscape
  - c. Font: Arial Narrow
  - d. Font size: 11
  - e. No need to place inside a folder.
  - f. Recycled paper is highly encouraged.
5. For strict compliance and wide dissemination.

  
**JEAN G. VELOSO, CESO VI**  
Asst. Schools Division Superintendent  
OIC - Schools Division Superintendent  
7-2-19

Reference: DepEd Memorandum PHRODFO-2019-00550

/JGV/SGOD-Research and Planning Section/dpn