



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 19 2023

MEMORANDUM

No. 172, s. 2023

CONDUCT OF TEACHER AUDIT ACROSS KEY STAGES

To: OIC- Assistant Schools Division Superintendent/
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. As part of the MATATAG Agenda of the Department of Education (DepEd) and the strategic directions of SDO-Muntinlupa, the Division prioritizes giving support to teachers to teach better. This includes ensuring the implementation of the policy on the distribution of workloads.
2. Aligned with the mandate, this Office announces the conduct of teacher audit in all key stages from July 24-27, 2023. Please refer to the enclosure for the schedule and the composition of the audit teams.
3. Through the said teacher audit, the SDO seeks to:
 - a. Check school compliance with the guidelines on allocating teacher workloads as per DepEd Memorandum No. 291 s. 2008 and DepEd NCR Memorandum No. 105 s. 2015; and
 - b. Obtain an objective basis for teacher deployment and other staffing decisions in preparation for SY 2023-2024.
4. The committee in-charge, duties and responsibilities, and schedule are as follows:

a. Division Review and Validation Committee:

Chair: **Mrs. Madeline Ann L. Diaz**
Chief Education Supervisor,
Curriculum Implementation Division

Co-Chair: **Mrs. Ma. Regale A. Olarte** **Mrs. Noemi A. Valdez**
Education Program Supervisor Administrative Officer V

Members: **Ms. Angela M. Francisco** **Mr. Joseph D. Nilo**
Administrative Officer IV Planning Officer III

NUM-2023-172

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Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan,
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Duties and Responsibilities

- Manage and supervise the overall execution/implementation of this activity.
- Review the analysis report submitted by the Division Audit In-charge.
- Perform other management and executive-related duties and responsibilities.

b. Division Review and Audit In-charge

Public Schools District Supervisor In-charge	District/School	Schedule of Activity
Dr. Ma. Myra E. Namit Dr. Yaledegler DC Maligaya Dr. Ma. Theresa C. Dela Rosa Ms. Ada Trinidad A. Tagle Mr. Joseph D. Nilo	• Sucat Elementary School SESSPAZ3 • Sucat Elementary School SESSPAZ4 • Sucat Elementary School-Main • Cupang Elementary School –Main • Buli Elementary School • Bagong Silang Elementary School	July 24, 2023, Monday 8:00 a.m – 5:00 p.m
Dr. Mark Joseph C. Fernandez Mr. Jayboy Evano Ms. Clarisa C. Avila Ms. Evangeline M. Aman Ms. Angela M. Francisco	• Muntinlupa Business High School-Main • Muntinlupa Business High School-Sucate Annex • Pedro E. Diaz High School • Sucat Senior High School • Cupang Senior High School	July 24, 2023, Monday 8:00 a.m – 5:00 p.m
Dr. Ma. Myra E. Namit Dr. Ma. Theresa C. Dela Rosa Ms. Ada Trinidad A. Tagle Ms. Angela M. Francisco	• Soldiers Hills Elementary School • Alabang Elementary School • Filinvest Alabang Elementary School • Cupang Elementary School Annex	July 25, 2023, Tuesday 8:00 a.m – 5:00 p.m
Mr. Jayboy Evano Ms. Alyssa V. Aventurado Dr. Mark Joseph C. Fernandez Mr. Joseph D. Nilo	• Lakeview Integrated School • Tunasan National High School • Bayanan Elementary School-Unit 1 • Victoria Homes Elementary School	July 25, 2023, Tuesday 8:00 a.m – 5:00 p.m
Dr. Ma. Theresa C. Dela Rosa Dr. Mark Joseph C. Fernandez Dr. Yaledegler DC Maligaya Mr. Joseph D. Nilo	• Itaas Elementary School • Filinvest Alabang Elementary School • Bayanan Elementary School-Main • Bayanan Elementary School-Unit 1	July 26, 2023, Wednesday 8:00 a.m – 5:00 p.m
Ms. Alyssa V. Aventurado Mr. Jayboy Evano Dr. Ma. Myra E. Namit Ms. Angela M. Francisco	• Tunasan Elementary School • F. De Mesa Elementary School • Putatan Elementary School • Soldiers Hills Elementary School	July 26, 2023, Wednesday 8:00 a.m – 5:00 p.m

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Mr. Jayboy Evano Ms. Evangeline M. Aman Ms. Alyssa V. Aventurado Ms. Angela M. Francisco	• Poblacion Elementary School • Muntinlupa Elementary School • Muntinlupa Science High School • Poblacion National High School • Muntinlupa National High School	July 27, 2023, Thursday 8:00 a.m – 5:00 p.m
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Duties and Responsibilities

- Lead and facilitate the Division led audit of teachers load.
- Validate the veracity and accuracy of SF7, summary of teachers' workloads, master teacher and class programs vis-a-vis the Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP).
- Ensure the complete staff work (CSW) provision of class program and teachers program per class/per teacher.
- Recommend the necessary action/s to the school head in terms of compliance of teachers loading rules and policies.
- Prepare the audit report and submit the same to this Office through Ms. Angela M. Francisco, Administrative Officer IV-HRMO, not later than **August 1, 2023**.
- Perform other related activities/tasks.

c. School-Based Audit In-charge (Designated by School Head)

- School Principal/Assistant Principal/OIC
- Master Teacher (1)
- Grade Leader (1)
- JHS Focal Person (1)/SHS Focal Person (1)
- Representative from subject group head (1)
- Representative from the faculty club (1)
- Administrative Officer II/HR-in-charge

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Duties and Responsibilities

- Prepare and ready the school Form 7 (previous school year), class program and teacher program.
- Ensure compliance to teachers loading rules and policies set forth by CSC and DepEd.
- Extend assistance and courtesy to Division Review and Audit Committee
- Perform other related activities/tasks.

5. All members of the audit teams are expected to observe the mechanics, processes, and timelines set forth by this Office. Enclosed is the Annex A, ANALYSIS FORM, for reference.

6. Immediate dissemination of, and compliance with this Memorandum is hereby directed.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Encl.: as stated

Reference: DM no. 291 s. 2008; DepEd NCR Memorandum no. 105 s. 2015.

To be indicated in the Perpetual Index
under the following subjects:

**SCHOOL FORM 7
TEACHING LOAD**

**CLASS PROGRAM
TEACHER'S PROGRAM**

AMF/ Conduct of Teacher Audit Across Key Stages
172/ July 5, 2023

NUM-2023-172



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School:

Date of Checking	Modality/ Platform Used	Critical Finding/s observed or found	Impact on the Loading of Teachers	Intervention	Agreements, If any	Additional Notes/ Remarks

Checked and Monitored by:

Public Schools District Supervisor
Signature above Printed Name

Checked and Monitored by:

School Head/Principal
Signature above Printed Name