



Republic of the Philippines
Department of Education
REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

13 Feb 2023

DIVISION MEMORANDUM
SGOD No. **027** s. 2024

REQUEST FOR LOCALLY FUNDED TEACHERS

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. The Basic Education Information System (BEIS) Teacher Deployment Analysis for the previous school years consistently reveals inequity in the deployment of teachers due to increase or decrease in enrolment and transfer of teachers from one station to another. While some schools have excess teachers, other schools are perennially lacking in teachers.
2. A workshop on the Teacher Deployment Analysis by municipality has been conducted to address imbalances in teacher deployment through redeployment of excess teachers and deployment of locally funded teachers through the Special Education Funds of the municipality or province.
3. Anent this, schools with severe teacher shortage requesting for the deployment of locally funded teachers are advised to accomplish the attached template. The teacher requirement analysis shall be based on the enhanced planning parameters set forth by DepEd Memorandum OUHROD-2023-0622.
4. The template shall be accomplished, and certified by the schoolhead, reviewed, and verified by the district head for the elementary and cluster head for the secondary, validated by the SGOD, and approved by the ASDS and SDS. The accomplished template shall be attached to the application letter of the applicant for appropriate action of the concerned local government unit.
5. The softcopies of the templates are available via Google Drive <https://bit.ly/2024SGODDrive>
6. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
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Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Encl.: N o n e

Reference: DM-OUHROD-2023-0622

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

SCHOOLS

TEACHERS

CTF/DM- request for locally funded teachers
0000/February 13, 2024



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Republic of the Philippines
Department of Education
 SCHOOLS DIVISION OF SOUTH COTABATO
 SAMPLE ELEMENTARY SCHOOL
 BARANGAY, MUNICIPALITY

CERTIFICATION

This is to certify that based on the official records from the Basic Education Information System (BEIS) and Learner Information System (LIS), the table below shows the enrollment, number of classes organized, teacher requirements analysis based on the Enhanced Planning Parameters, number of nationally funded teachers and teacher needs of the school.

Grade Level	Enrollment	Number of Classes Organized	Teacher Requirements	Total Nationally Funded Teachers	Number of Teacher Needs
Kinder					
Grade 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6					
Non-Graded					
Total					

Note: This table shall be filled out by the School Head.

This is to certify further that the above Teacher Needs Analysis is based on the result of the Redeployment of Excess Teachers and Teacher Needs Analysis Workshop conducted by district/municipality.

Certified Correct:

Reviewed & Verified by:

NAME OF SCHOOL HEAD

NAME OF DISTRICT HEAD

Position / Designation

Position / Designation

Validated by:

Recommending Approval:

CRISTOPHER T. FRUSA

LEVI B. BUTIHEN

Chief Education Supervisor

Asst. Schools Division Superintendent

APPROVED:

LEONARDO M. BALALA, CESO V
 Schools Division Superintendent



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Department of Education
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SAMPLE ELEMENTARY SCHOOL
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Grade Level	Enrollment	Number of Classes Organized	Teacher Requirements	Total Nationally Funded Teachers	Number of Teacher Needs	Major/Area of Specialization Needed
Grade 7						
Grade 8						
Grade 9						
Grade 10						
Grade 11						
Grade 12						
Non-Graded						
Total						

Note: This table shall be filled out by the School Head.

This is to certify further that the above Teacher Needs Analysis is based on the result of the Redeployment of Excess Teachers and Teacher Needs Analysis Workshop conducted by district/municipality.

Certified Correct:

Reviewed & verified by:

NAME OF SCHOOL HEAD

NAME OF CLUSTER HEAD

Position/Designation

Position/Designation

Validated by:

Recommending Approval:

CRISTOPHER T. FRUSA

LEVI B. BUTIHEN

Chief Education Supervisor

Asst. Schools Division Superintendent

APPROVED:

LEONARDO M. BALALA, CESO V

Schools Division Superintendent



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