



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

22 July 2024

DIVISION MEMORANDUM
SGOD No. 060, s. 2024

ONLINE SUBMISSION OF ENROLLMENT DATA FOR TEACHER REQUIREMENT
ANALYSIS USING THE MATATAG-BASED PLANNING PARAMETERS

To: Chief Education Supervisor (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Secondary Cluster Heads
Public Secondary School Heads
All Others Concerned

1. In reference to Memorandum DM-OUHROD-2024-0952 titled **Advance Information on the Creation and Deployment of New Teaching Items and School-Based Administrative Officer II Items for School Year 2024-2025**, the Schools Division of South Cotabato through the School Governance and Operations Division (SGOD) shall conduct an online inventory of Junior High School (JHS) and Senior High School (SHS) enrollment data, number of classes organized based on the MATATAG-based Planning Parameters, and SHS offerings by track, strand and specialization.

2. The following considerations were considered by the DepEd Central Office in the distribution of items as requested in the Department of Budget and Management (DBM):

a. The newly established and converted integrated schools that do not have nationally funded teachers and the schools with acute shortage of teachers were given priority; and

b. The beneficiaries of national programs were given allocation in accordance with the committed hiring arrangements with the Department of Science and Technology (DOST) under Republic Act (RA) No. 10612 and RA No. 7687 also known as the Science and Technology Scholarship Acts and the Department of Labor and Employment's (DOLE) Program "Sa Pinas Ikaw and Ma'am/Sir (SPIMS), respectively.



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3. Anent this, all public secondary schools offering both JHS and SHS shall accomplish the online Teacher Requirement Analysis (TRA) template on or before **July 26, 2024**. The MATATAG-based Planning Parameters below shall be strictly enforced in the organization of classes. No report, no allocation policy shall be implemented.

MATATAG-based Planning Parameters

Level/Class	Standards	Remarks
Kindergarten	25 learners or maximum of 30 learners per session	1 teacher for 2 sessions
Multigrade Classes (MG)	maximum of 25 learners consisting of 2 consecutive grade levels (Grades 1&2, Grades 3&4, and Grades 5&6) except Kindergarten	1 teacher per class consisting of 2 consecutive grade levels or 3 teachers for every MG school except Kindergarten
SPED Non-Graded (Elem/JHS)	Max of 15 learners per class	1 teacher per class
Grades 1-2	30 learners per class, maximum of 35 learners	1 teacher per class
Grade 3	30 learners per class, maximum of 35 learners	5 teachers for every 4 classes or 5:4 as specialization factor
Grade 4-6	40 learners per class, maximum of 45 learners	5 teachers for every 4 classes or 5:4 as specialization factor
Grades 7-10	40 learners per class, maximum of 45 learners	5 teachers for every 4 classes or 5:4 as specialization factor
Grades 11 12	Maximum of 40 learners per class	9 teachers in every 6 classes (9:6) as specialization factor
ALS	75 learners	1 teacher per 75 learners



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MATATAG-based Planning Parameters

I. Computation of Class Organization

1. Kindergarten (Min 25, Max 30)

Program

1. If Kinder is zero, zero.
2. If Kinder is greater than zero, but less than the minimum standard (25), 1;
3. If Kinder is greater than the minimum standard (25) but less than or equal to 100, round down $\text{kinder}/30 +$ if the remainder of $\text{kinder}/30$ is greater than 10, add 1, if not, add zero;
4. If Kinder is greater than 100, round down $\text{Kinder}/30 +$ if the remainder of $\text{kinder}/30$ is greater than or equal to 15, add 1, if not, add zero.

2. Grade 1-3 (Min 30, Max 35)

Program

1. If G1 = zero, zero.
2. If Multigrade (1&2) is at most 25 then 1, zero.
3. If G1 is greater than zero, and less than or equal to minimum (30), 1;
4. If G1 is greater than the minimum (30), and is lower than or equal to 100, round down $G1/35 +$ if the remainder of $G1/35$ is greater than 10, add 1, if not, add zero;
5. If G1 is greater than 100, round down $G1/35 +$ if the remainder of $G1/35$ is greater or equal to 18, add 1, if not, add zero.

3. Grade 4-6 (Min 40, Max 45)

Program

1. If G4 = zero, zero.
2. If Multigrade (3&4 or 5&6) is at most 25 then 1, zero.
3. If G4 is greater than zero, and less than or equal to minimum (40), 1;
4. If G4 is greater than the minimum (40), and is lower than or equal to 100, round down $G4/45 +$ if the remainder of $G4/45$ is greater than 10, add 1, if not, add zero;
5. If G4 is greater than 100, round down $G4/45 +$ if the remainder of $G4/45$ is greater or equal to 23, add 1, if not, add zero.

4. Grade 7-10 (Min 40, Max 45)

Program

1. If G7 = zero, zero.
2. If G7 is greater than zero, and less than or equal to minimum (40), 1;
3. If G7 is greater than the minimum (40), and is lower than or equal to 100, round down $G7/45 +$ if the remainder of $G7/45$ is greater than 10, add 1, if not, add zero;
4. If G7 is greater than 100, round down $G7/45 +$ if the remainder of $G7/45$ is greater or equal to 23, add 1, if not, add zero.

5. Grade 11-12 (Min 40, Max 40)

Program

1. If G11 = zero, zero.
2. If G11 is greater than zero, and less than or equal to minimum (40), 1;



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3. If G11 is greater than the minimum (40), and is lower than or equal to 100, round down $G11/40 +$ if the remainder of $G11/40$ is greater than 10, add 1, if not, add zero;
4. If G11 is greater than 100, round down $G11/40 +$ if the remainder of $G11/40$ is greater or equal to 20, add 1, if not, add zero.

6. Non-Graded (Min/Max 15)

Program: Round up (NG/15,0)

7. ALS (Max 75)

Program: Round up (ALS learners by SDO/75,0)

Table 1 below shows the summarized computation of class organization:


Table 1. Computation of Class Organization

Enrollment	Class Organization
Enrollment is equal to 0	0
Multigrade (only for ES)	1
If Enrollment G1&G2 or G3&G4 or G5&G6 is at most 25	1
Enrollment is greater than 0 and is less than or equal to the minimum class size	1
Enrollment is greater than the minimum class size and is less than or equal to 100	Round down enrollment divided by the maximum class size plus one (1) class if the modulo (remainder) of enrollment divided by the maximum class size is greater than 10 Example for Kindergarten with 61 learners: The number of classes should be equal to rounding down 61 divided by 30 plus 0 since the modulo (remainder) is 1 which is less than 10, hence, a total of 2 classes.
Enrollment is greater than 100	Round down enrollment divided by the maximum class size plus one (1) class if the modulo (remainder) of enrollment divided by the maximum class size is greater than the rounded half of maximum class size Example for Kindergarten with 110 learners: The number of classes should be equal to rounding down 110 divided by 30 plus 1 since the modulo (remainder) is greater than 15, hence, a total of 4 classes.
Non-graded	Roundup NG enrollment divided by 15 which is both the minimum and maximum class size For example , if a school has 40 non-graded learners, then a school should organize 3 classes.



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4. The TRA template can be accessed at <https://bit.ly/2024JHS-SHSTRA>
5. Immediate dissemination of and strict compliance with this memorandum is directed.


LEONARDO M. BALALA CESO V
Schools Division Superintendent

Encl.: None
Reference: DM-OUHROD-2024-0952
To be indicated in the Perpetual Index
under the following subjects:

ENROLLMENT
JUNIOR HIGH SCHOOLS

CLASSES
SENIOR HIGH SCHOOLS

DATA

CTF/DM- online submission of enrollment data for teacher requirement analysis
using the MATATAG-based planning parameters
0000/July 22, 2024