



Republic of the Philippines
Department of Education
REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

05 Jun 2025

DIVISION MEMORANDUM
SGOD No. **052** s. 2025

ONLINE SUBMISSION OF BASIC EDUCATION DATA FOR THE TEACHER
REQUIREMENT ANALYSIS USING THE DEPLOYMENT
PLANNING PARAMETERS

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Memorandum DM-OUHROD-2025-1226 titled, **Advance Information on the Creation and Deployment of New Teaching Items for School Year 2025-2026 and Conduct of Online Orientation**, the Schools Division of South Cotabato through the School Governance and Operations Division (SGOD) shall conduct an online inventory of enrolment, number of classes organized, number of teachers, area of specialization, and teacher-needs of elementary, Junior High School (JHS) and Senior High School (SHS) based on the Early Registration Data and Deployment Planning Parameters.

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 elementary and secondary schools offering both JHS and SHS shall accomplish the online Teacher Requirement Analysis (TRA) template on or before **June 15, 2025**. The Deployment Planning Parameters below shall be strictly enforced in the organization of classes. **No Report, No Allocation Policy shall be implemented.**

Deployment 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 |
| SNED 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 | 40 learners | 1 teacher per 40 learners |

4. The link for the TRA template shall be disseminated via official SGOD GC for security reasons.

5. Immediate dissemination of and strict compliance with this memorandum is directed.



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LEONARDO M. BALALA CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: DM-OUHROD-2025-1226

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

| | | |
|------------|--------------------|--------------------|
| ENROLLMENT | CLASSES | DATA |
| ELEMENTARY | JUNIOR HIGH SCHOOL | SENIOR HIGH SCHOOL |

CTF/DM-online submission of basic education data for the teacher requirement analysis using the deployment planning parameters
0000/June 05, 2025