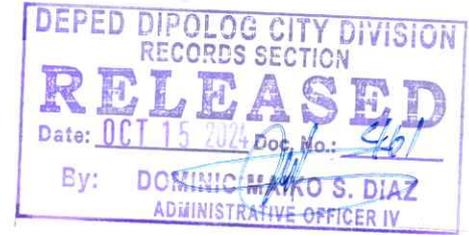




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



October 14, 2024

MEMORANDUM

No. 461, s. 2024

To: **All Secondary Schools Principals**

Subject: **Submission of Lists of Secondary School Teachers and Master Teachers with Specializations and Mentees**

1. In line with the continuous effort to update and maintain accurate records of teachers and promote effective mentoring practices across schools, all public school principals are hereby directed to submit the following lists on or before **October 16, 2024**.
2. **List of Teachers Teaching Junior High School and Senior High School**
This list should include the following details:
 - Full Name of the Teacher
 - School Assigned
 - Position
 - Grade Level/s Taught
 - Subject/s Taught
 - Number of years in teaching
3. **List of Master Teachers with their area of Specialization/s and Mentees**
The list should include:
 - Full Name of the Master Teacher
 - School Assigned
 - Position
 - Grade Level/s Taught
 - Subject/s Taught
 - Area of Specialization
 - Names of Mentees Assigned
4. The lists should be submitted to the Division Office through email at bernie.laranjo@deped.gov.ph or at cellphone number **09090198585** no later than the specified deadline.
5. For inquiries or clarifications, you may contact **PSDS, Bernie P. Laranjo**.



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

6. Immediate and strict compliance with this memorandum is expected.
7. Thank you for your cooperation.


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent



