



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 2, 2020

To: **Chief Education Supervisors**
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
District Planning Coordinators
All Others Concerned

Dear Sirs/Mesdames:

Greetings!

All public elementary and secondary school heads are advised to submit the **proposed teaching loads of all Master Teachers per school** using the attached templates. This will be used for monitoring and validation of Master Teachers' load for school year 2020-2021.

Attached forms shall be posted in the Division of Aklan EBEIS/LIS Helpdesk, Mancom Group and Official District Facebook Page. Submit the soft copy thru the District Planning Coordinators for consolidation not later than September 09, 2020.

Please be guided accordingly.

Thank you.

Very truly yours,


MIGUEL MAC D. APOSIN EdD., CESO V
Schools Division Superintendent

DIVISION LETTER

No. 51

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