

Republika ng Pilipinas
(Republic of the Philippines)
MINISTERI NG EDUKASYON, KULTURA AT SPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

August 13, 1964

MECS M E M O R A N D U M
No. 13J, B. 1584

INFORMATION REQUIREMENTS FOR THE DEVELOPMENT OF A SYSTEM
TO ALLOCATE PUBLIC ELEMENTARY SCHOOL TEACHERS' ITEMS

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Schools Superintendents

1. The Ministry is in the process of refining a system to allocate new items to the different regions. This year, the use of a formula that uses class size and enrolment density per school division to distribute available teachers' items among public elementary school divisions was used. Although all school divisions get a share, additional factors have to be taken into account to make the distribution system respond more realistically to teacher shortfalls in each school division.
2. The Office of Planning Service and the Financial and Management Service have been tasked to develop a better formula to be used next school year. To do this, the following information are needed:
 - a. Distribution of public elementary school teachers by school district covering both national items and P.A. 3447 items; the total number of teachers with national items assigned to the different districts in each school division and the number of available PSI teacher items for each division.
 - b. Number of classroom teachers from each school district who are taken out of the classroom and assigned as coordinators or detailed in the district office, division office, regional office, OMECS or in other government agencies.
 - c. Enrolment, class size, and teachers by school district with schools categorized under the following:
 - (1) incomplete primary;
 - (2) complete primary; and
 - (3) complete elementary
 - d. Number of schools with average class size of 50 pupils or more and schools with average class size of 25 or less by school district.

3. Attached herewith are the information gathering forms. The accomplished forms should be received by the Office of Planning Service on or before October 3, 1984.

4. Immediate dissemination of this Memorandum to all concerned is desired.

(SGD.) JAIMÉ C. LAYO
Minister

Incls.:
As stated

Reference:

N o n e

Allotment: 1-2--(D.O. 1-75)

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

ADMISSION or ENROLMENT
SCHOOLS
TEACHERS

DISTRIBUTION OF PUBLIC
MASTER TEACHER
SY 19

Region _____
DIVISION _____

District	Teachers With PGI Ltrng		IA 5447 DPT's	TOTAL
	DPT's	Master Teachers		
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
SUB-TOTAL				

ELEMENTARY SCHOOL B371 AND
 ITEMS BY DISTRICT
 1984-1985

District	Teachers With B371 Items		RA 5447 BCT's	TOTAL
	BCT's	Master Teachers		
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
SUB-TOTAL				

DISTRICT REPORT ON ENROLLMENT, NUMBER OF CLASSES, NUMBER OF TEACHERS
 AVERAGE CLASS SIZE BY SCHOOL, SY 1964-65

Regions: _____
 Divisions: _____
 DISTRICT: _____

31.
 32.
 33.
 34.
 35.
 36.
 37.
 38.
 39.
 40.
 41.
 42.
 43.
 44.
 45.

CANCELLED

TOTAL

FOOTNOTE: List complete elementary schools ahead of complete primary and incomplete primary schools.

**DISTRICT REPORT ON ENROLMENT, NUMBER OF CLASSES, NUMBER OF TEACHERS AND
AVERAGE CLASS SIZE BY SCHOOL, SY 1984-85**

Region: _____
 Division: _____
 District: _____

NAME OF SCHOOL	PRIMARY GRADES				INTERMEDIATE GRADES			
	Total Enrolment	No. of Classes	Average Class Size	No. of Teachers	Total Enrolment	No. of Classes	Average Class Size	No. of Teachers
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
SUB-TOTAL								

CANCELLED

FOOTNOTE: List complete elementary schools ahead of complete primary and incomplete primary schools.

Region _____

DIVISION _____

District	Teachers With PSE Items			RA 5427 EST's	TOTAL
	EST's	Masters (teachers)	TOTAL		
31.					
32.					
33.					
34.					
35.					
36.					
37.					
38.					
39.					
40.					
41.					
42.					
43.					
44.					
45.					
SUB-TOTAL					

District	Teachers With PSI Items			RA 5/14/7 MPL's	TOTAL
	MPL's	Master Teachers	TOTAL		
46.					
47.					
48.					
49.					
50.					
51.					
52.					
53.					
54.					
55.					
56.					
57.					
58.					
59.					
60.					
GRAND TOTAL					

DIVISION REPORT ON THE
 WHO ARE ASSIGNED AS F
 IN THE DISTRICT,
 CR

Region _____
 DIVISION _____

District*	Full-time Coordinator	District Office	Divided Office
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
SUB-TOTAL			

*The district is the official station of the teacher rep

DISTRICT REPORT ON ENROLMENT, NUMBER OF CLASSES, NUMBER OF TEACHERS
AVERAGE CLASS SIZE BY SCHOOL, BY 1954-55

Region: _____
Division: _____
District: _____

NAME OF SCHOOL	PRIMARY GRADES				INTERMEDIATE GRADES			
	Total Enrolment	No. of Classes	Average Class Size	No. of Teachers	Total Enrolment	No. of Classes	Average Class Size	No. of Teachers
32.								
33.								
34.								
35.								
36.								
37.								
38.								
39.								
40.								
41.								
42.								
43.								
44.								
45.								
TOTAL								

CANCELLED

FOOTNOTE: List complete elementary schools ahead of complete primary and incomplete primary schools.

Region _____

DIVISION _____

District*	Full-time Coordinator	District Office	Division Office
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			
SUB-TOTAL			

*The district is the official station of the teacher reported.

DISTRICT REPORT ON ENROLMENT, NUMBER OF CLASSES, NUMBER OF TEACHERS AND AVERAGE CLASS SIZE BY SCHOOL, SY 1984-85

Region: _____

Division: _____

DISTRICT: _____

NAME OF SCHOOL	PRIMARY GRADES				INTERMEDIATE GRADES			
	Total Enrolment	No. of Classes	Average Class Size	No. of Teachers	Total Enrolment	No. of Classes	Average Class Size	No. of Teachers
16.								
17.								
18.								
19.								
20.								
21.								
22.								
23.								
24.								
25.								
26.								
27.								
28.								
29.								
30.								
SUB-TOTAL								

CANCELLED

FOOTNOTE: List complete elementary schools ahead of complete primary and incomplete primary schools.

Region _____

DIVISION _____

District*	Full-time Coordinator	District Office	Divisi Office
41.			
42.			
43.			
44.			
45.			
46.			
47.			
48.			
49.			
50.			
51.			
52.			
53.			
54.			
55.			
56.			
57.			
58.			
59.			
60.			
GRAND TOTAL			

*The district is the official station of the teacher now

GRAND TOTAL			
	Total Enrolment	Total No. of Classes	Total No. of Teachers

DISTRICT REPORT OF ENROLLMENT, NUMBER
AVERAGE CLASS SIZE

Region: _____
 Division: _____
 DISTRICT: _____

	NAME OF SCHOOL	PRIMARY GRADES		
		Total Enrollment	No. of Classes	Average Class Size
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
	SUB-TOTAL			

FOOTNOTE: List complete elementary schools ahead of complete primary and incomplete primary schools.

DISTRICT REPORT ON ENROLMENT, NUMBER
 AVERAGE CLASS SIZE

Region: _____
 Division: _____
 DISTRICT: _____

NAME OF SCHOOL	PRIMARY GRADES			
	Total Enrolment	No. of Classes	Average Class Size	No. of Teachers
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
SUB-TOTAL				

FOOTNOTE: List complete elementary schools ahead of complete primary and incomplete primary schools.

DISTRICT REPORT ON ENROLLMENT, NUMBER
 AVERAGE CLASS SIZE

Region: _____
 Division: _____
 DISTRICT: _____

NAME OF SCHOOL	PRIMARY GRADES			No. of Teachers
	Total Enrollment	No. of Classes	Average Class Size	
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				
41.				
42.				
43.				
44.				
45.				
TOTAL				

FOOTNOTES: List complete elementary schools ahead of complete primary and incomplete primary schools.

