

HRMDO



Republic of the Philippines  
Department of Education

13 OCT 2015

DepEd MEMORANDUM  
No. **118** s. 2015

**SUBMISSION OF THE LIST OF NAMES AND TOTAL NUMBER OF GRADE 5  
PUBLIC SCHOOL TEACHERS OF SCHOOL YEAR 2015-2016**

To: Bureau Directors  
Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Heads, Public Elementary Schools  
All Others Concerned

1. In preparation for the conduct of the Training of Trainers and Mass Training for the Grade 5 K to 12 Basic Education Program Implementation, the Department of Education (DepEd) requires the **Submission of the List of Names and Total Number of Grade 5 Public School Teachers of School Year 2015-2016** from all the schools division offices (SDOs) to their respective regional offices (ROs) using the Form 1 provided in Enclosure No. 1.
2. The ROs will consolidate the number of teachers per SDO using the Form 2 indicated in Enclosure No. 2. The accomplished Form 2 shall be submitted to the **Bureau of Elementary Education** through email address: *bee.sdd.2013@gmail.com* in Microsoft Excel format, together with the accomplished Form 1 on or before **October 23, 2015**.
3. The actual total number of Grade 5 teachers will be used for planning and allocation of budget for the said national training, as well as for the mass training of all Grade 5 teachers at the schools division level.
4. For more information, all concerned may contact the **Bureau of Elementary Education**, Department of Education (DepEd) Central Office, 2<sup>nd</sup> Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 687-2948.
5. Immediate dissemination of this Memorandum is desired.

**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.: As stated  
Reference: DepEd Memorandum No. 105, s. 2014  
To be indicated in the Perpetual Index under the following subjects:

BASIC EDUCATION  
SCHOOLS

TEACHERS  
TRAINING PROGRAM

R-MCR/JO-DM-Names and Number of Grade 5 Teachersfinal  
0604/September 15, 2015/9-18/9-22/9-28/10-1/10-7/10-9

Note: Pls. send thru email at td-calabarzon said reports on or before Oct. 20, 2015 cc, bee.

DepED Memorandum No.118, s.2015

October 13, 2015

Submission of the List of Names and Total Number of Grade 5 Public School Teachers of School  
Year 2015-2016

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**ACKNOWLEDGMENT RECEIPT**

RECEIVED BY:

  
DIOSDADO M. SAN ANTONIO  
Director IV

\_\_\_\_\_  
Schools Division Superintendent  
Division of: \_\_\_\_\_

\_\_\_\_\_  
District Supervisor  
District of: \_\_\_\_\_

**RECEIVED AND DISSEMINATED BY:**

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Name of School

District: \_\_\_\_\_

Division of: \_\_\_\_\_

**ICT Unit**

(Enclosure No. 1 to DepEd Memorandum No. 118, s. 2015)

**FORM 1**

To be accomplished by the Division Office

**NAMES OF GRADE FIVE TEACHERS  
SY 2015-2016**

REGION: \_\_\_\_\_  
DIVISION: \_\_\_\_\_  
TOTAL NO. OF TEACHERS: \_\_\_\_\_

District	Name of Teacher	Gender	School	Position	Subject/s Taught

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

NOTE : PLEASE SEND **THRU E-MAIL AT** <sup>Schools Division Superintendent</sup> [td\\_calabarzon@yahoo.com](mailto:td_calabarzon@yahoo.com) said reports on or before October 20, 2015.