



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong

Tel. no. 533-60-85 Fax. no. 532-71-17  
E-Mail Address: [depedmandaluyong@gmail.com](mailto:depedmandaluyong@gmail.com)  
Official Website: [depedmandaluyong.wordpress.com](http://depedmandaluyong.wordpress.com)

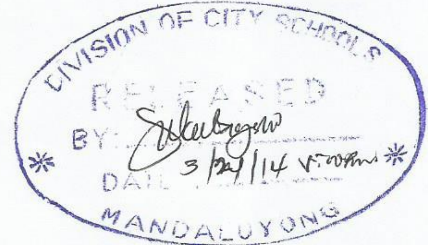


24 March 2014


**MEMORANDUM**

To : ASDS  
Education Program and District Supervisors  
Elementary and Secondary School Principals

Subject: Preparation of Teaching Assignments



1. You are advised to prepare as early as now the teaching assignments of your teachers, for their information before vacation time. In preparing these, make sure that all Master Teachers are fully utilized in the classrooms, to be given full load. They should not be designated as assistant to the principal or assigned non-teaching functions.
2. There won't be hiring of city paid/LSB teachers unless under heavy justifications and with Secretary Armin Luistro's approval.
3. The teaching load/program will be prepared after the decision on the school schedule adjustment due to the Skyway 3 and 19 Infrastructure Projects has been finalized by the Central Office, in consultation with MMDA, DPWH and the DepEd-NCR.
4. The ASDS will discuss with elementary and secondary school principals the new class schedules as soon as the decision is out.

  
**EVANGELINE P. LADINES, CESO VI**  
Schools Division Superintendent