



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

June 23, 2026

**DIVISION MEMORANDUM**

No. 418-2026

**TEACHING LOAD TRACKER FOR APPROPRIATE PROFESSIONAL DEVELOPMENT INTERVENTION**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 Others Concerned

- Pursuant to Regional Memorandum No. 461, s. 2026, titled "Teaching Load Tracker for Appropriate Professional Development Intervention," HRDD-CAR and the Information and Communications Technology Unit (ICTU) shall establish and maintain a system to track teaching load as a basis for identifying appropriate and differentiated PD interventions.
- This initiative aims to ensure the availability and provision of relevant and needs based PD programs and courses that will address the gaps in teachers' competencies particularly those teaching subjects outside their field of specialization and support their career progression and professional growth.
- In this regard, schools are hereby directed to accomplish the data gathering system through this link: <https://collect.deped.car.ph/teaching load>, on or before **July 31, 2026**.
- The following information is required in the data gathering system:
 

a. DepEd email	d. teachers' educational background
b. DepEd issued personnel ID	e. current teaching load.
c. School ID	
- For the step-by-step instructions for encoding and submission of data, a virtual orientation shall be conducted on **June 26, 2026 from 10:00 am to 11:00 am**. The link will be shared in the School Heads FB Group Chat.
- Participants in the orientation are School Heads, PDOs, or IT Coordinators.
- Immediate dissemination and compliance with this Division Memorandum are desired.

**SORAYA T. FACULO PhD, CESO V**  
 Schools Division Superintendent

