



Republic of the Philippines
Department of Education
Schools Division of Benguet

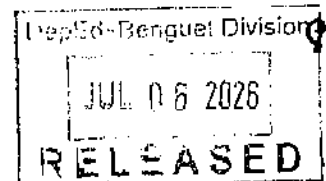
01 July 2026

DIVISION MEMORANDUM

No. 251, s. 2026

**TEACHING LOAD TRACKER FOR APPROPRIATE PROFESSIONAL
DEVELOPMENT (PD) INTERVENTION**

TO: OIC - Assistant Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Public Secondary School Heads
All Secondary Teachers



1. Pursuant to Regional Memorandum No. 461, s. 2026 entitled, "Teaching Load Tracker for Appropriate Professional Development (PD) Intervention", all **PUBLIC SECONDARY SCHOOL TEACHERS** within the ambit of this Division, is hereby required to accomplish the Teaching Load Tracking System through the following link: <https://collect.depedcar.ph/teaching-load> before **July 20, 2026**.
2. Personnel encoding the data shall have the following ready:
 - a. DepEd Email;
 - b. DepEd issued Personnel ID;
 - c. School ID;
 - d. Teachers' educational background; and
 - e. Current teaching load.
3. See attached "Annex A" for the Step-by-step instructions for Data Encoding and Submission.
4. Widest dissemination and strict compliance of this memorandum is hereby directed.


CARMEL T. MERIS
OIC - Schools Division Superintendent

Reference: as indicated

SGOD/LBA/hrds/nib

"ANNEX A"

STEP-BY-STEP INSTRUCTIONS FOR DATA ENCODING AND SUBMISSION

A. Preparation (Before Encoding)

1. Ensure you have a stable internet connection and a laptop or mobile device.
2. Prepare the following required information:
 - DepEd email address
 - DepEd Personnel ID
 - School ID
 - Educational background (Bachelor's, Master's, Doctorate, including majors)
 - Current teaching load (subjects and classes handled)
 - Relevant additional trainings, certificates, or capacity-building programs that qualify or enable them to teach subjects outside their undergraduate specialization.

B. Accessing the System

3. Open your browser (Chrome, Edge, etc.).
4. Go to the official data entry link: <https://collect.depedcar.ph/teaching-load>
5. Wait for the homepage/dashboard to load.

C. Logging In / Starting Entry

6. Enter your **DepEd email address** when prompted.
7. Input your **Personnel ID** for verification.
8. Select or confirm your **School ID**.

D. Encoding Your Profile Information

9. Fill in your **educational background**, ensuring accuracy:
 - o Degree (Bachelor's / Master's / Doctorate)
 - o Major/specialization
10. Encode your **current teaching load**: Subject(s) handled Grade level(s) and Sections
11. Input **additional trainings, certificates, or capacity-building programs** that qualify or enable them to teach subjects outside their undergraduate specialization.

E. Reviewing and Validating Entries

11. Carefully review all encoded information.
12. Check for completeness and accuracy (no missing subjects or incorrect degrees).
13. Ensure alignment between your degree/major and teaching assignment where applicable.

F. Final Submission

14. Click **"Submit"** or **"Finalize Entry"** (as applicable in the system).
15. Confirm submission when prompted.
16. Wait for the system confirmation message indicating successful submission.