



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

September 22, 2023

DIVISION MEMORANDUM

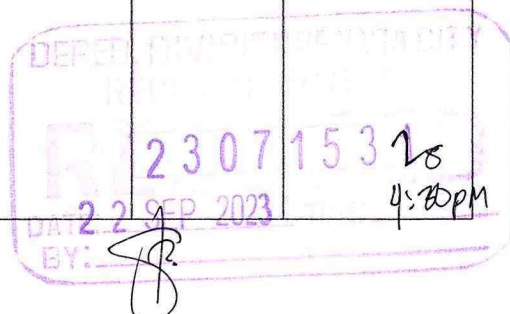
NO. 253, s. 2023

**CALL FOR SUBMISSION OF APPLICATIONS FOR PROMOTION TO MASTER
TEACHER I and II POSITIONS FOR SY 2023-2024**

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

1. This Office is now accepting applications for promotion to Master Teacher I and Master Teacher II in the identified Elementary and Secondary Schools.
2. Applicants must meet the Qualifications below:

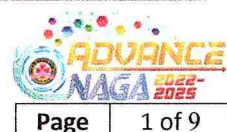
Position	Item Number	Education	Experience	Training	Eligibility
Master Teacher I	Elementary 1)OSEC-DECSB-MTCHR1-394027-1998 2)OSEC-DECSB-MTCHR1-394042-1998 3)OSEC-DECSB-MTCHR1-394041-1998 4)OSEC-DECSB-MTCHR1-394001-1998 5)OSEC-DECSB-MTCHR1-394015-1998	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	PBET/LET
Master Teacher II	Elementary 1)OSEC-DECSB-MTCHR2-391411-1998 2)OSEC-DECSB-MTCHR2-391393-1998	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	PBET/LET



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Master Teacher I	Cam. Sur NHS OSEC-DECSB-MTCHR1-394062-1998 (TLE) NCSAT OSEC-DECSB-MTCHR1-390178-2020 (TLE)	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	PBET/LET
Master Teacher II	Cam. Sur NHS 1)OSEC-DECSB-MTCHR2-391413-1998 2)OSEC-DECSB-MTCHR2-391418-1998 3)OSEC-DECSB-MTCHR2-391416-1998 Tinago NHS 1)OSEC-DECSB-MTCH2 -390047-2022	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	PBET/LET

3. All applicants are required to register in the link <https://tinyurl.com/SDONagaAnnualRanking> and submit a printed copy of the screenshot of the **acknowledgement receipt** together with their documents. Only applicants who registered in this link and submitted complete hard copies of their documents in the Records Section of the Division Office on the set deadline will be considered as official applicants.

4. Applications must be submitted at the Records Section on or before **October 6, 2023**. The basic documentary requirements and the documents for Leadership, Potential and Accomplishments must be filed in a separate folder and bonded with a rubber bond.

5. Below is the schedule of activities.

Schedule	Activity
October 6, 2023	Submission of Documents
October 19, 2023	Junior High School Assessment
October 20, 2023	Elementary Assessment

6. The Basic Documentary Requirements (Letters A-K in the Checklist) must be complete and filed with tabbing arranged according to the checklist. Likewise, the documents for the different criteria under Leadership, Potential and Accomplishments must also be filed with tabbing using the letter of the Criterion where they have entries/evidence.

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7. The Human Resource Management shall be composed of the following:

Chairman: ASDS CECILE C. FERRO CESO VI
Members: OIC-SGOD Chief MICHAEL A. DEL ROSARIO
AOV MARY ANN B. ROSAURO
HRMO SHEILA MARGARITA M. DURANTE
Teachers Association Representative APOLLO C. SEBELLO
Head of Unit – PSDS (for Elementary)
School Head (for Secondary)

8. A candidate for the Master Teacher I position must meet the following basic qualifications:

For Master Teacher I position:

- Permanent Teacher (with Teacher Eligibility)
- Bachelor's degree or its equivalent with 18 units in Education if non-education graduate and 18 units for a Master's degree in Education or its equivalent. (1995 DepEd QS for Unique Positions)
- Three years relevant experience (1995 DepEd QS for Unique Positions)
- At least Very Satisfactory Performance rating for the last three years
- Only those with 6 hours teaching load shall be considered for Master Teacher position. In the computation of actual teaching load, 1 teaching load shall be given to advisory of a class, school paper or co-curricular activity. Coaching or handling of special/remedial classes shall be credited on the same scheme. (DO 39, s. 1990)

For Master Teacher II position:

- Permanent Teacher (with Teacher Eligibility)
- Bachelor's degree or its equivalent with 18 units in Education if non-education graduate and 24 units for a Master's degree in Education or its equivalent. (1995 DepEd QS for Unique Positions)
- One (1) year as Master Teacher I/Elementary School Principal I or four (4) years as Teacher III (1995 DepEd QS for Unique Positions)
- At least Very Satisfactory Performance rating for the last three years
- Four hours relevant training
- Only those with 6 hours teaching load shall be considered for Master Teacher position. In the computation of actual teaching load, 1 teaching load shall be given to advisory of a class, school paper or co-curricular activity. Coaching or handling of special/remedial classes shall be credited on the same scheme. (DO 39, s. 1990)

9. Appraisal of credentials for Master Teacher positions shall be MEC Order No.10, s. 1979.

10. Only Documents for Leadership, Potential and Accomplishments earned after the last promotion shall be given points.

11. Enclosed in this memorandum are the following:
- Enclosure 1: Checklist of Requirements
 - Enclosure 2: Criteria for Leadership, Potential and Accomplishments

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12. This agency upholds Equal Employment Opportunity Principle: “that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and political affiliation or other similar factors/personal circumstances which will run counter to the principles of merit, fitness for the job and equal opportunity.”
13. Expenses of the Division Selection Committee relative to the evaluation of documents, interview and preparation of rank list shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
14. Immediate dissemination and compliance to this memorandum is enjoined.

SUSAN S. COLLANO CESO V
Schools Division Superintendent *cf*

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Enclosure 1 to DM _____, s. 2023

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Contact Number: _____

Office of the Position Applied For: _____

Ethnicity: _____

Religion: _____

Solo Parent: Yes () No ()

Person with Disability: Yes () No ()

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office			
b.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
c.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
d.	Photocopy of valid and updated PRC License/ID, if applicable			
e.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
f.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
g.	Photocopy of Certificate/s of Training, if applicable			
h.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
i.	Photocopy of latest appointment, if applicable			
j..	Photocopy of the Performance Ratings in the last rating period(s) covering three (3) years, if applicable			
k.	Photocopy of Certification from the School Head that the candidate has an actual six hours teaching load per day or 30 hours/week and class program			
	Means of Verification (MOVs) showing Leadership, Potential and Accomplishment, reckoned from the date of last issuance of appointment for promotion			

Checked by: _____

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year.

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Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (c)electronic documents shall have the legal effect, validity or enforceability as any other documents or legal writing and (a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintain its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

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ADVANCE

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Enclosure 2 of DM _____. S. 2023

Leadership, Potential and Accomplishments

Note: Claims for all the criteria should be supported by a certification under oath signed by the school head/supervisor and corroborated by 5 other personnel involved in the activity. The maximum points shall be given when required documents are available. No point will be given when the required documents are not satisfied.

Criterion A - Introduced any of the following which has been adopted or used by the school/district/division. **(20 points in any of the following)**

1. Claim for Curriculum or Instructional Materials

- Approved proposal and write up, with date/school year, signed by the SDS;
- Copy of the curriculum materials;
- Results of validation and copy of the validation instrument used;
- Certification of school heads/teachers who adopted the materials, duly notarized, and with date;
- Narrative Report of Accomplishments with date congruent to the dates of the proposal, certification, designation and validation.

2. Claim for Effective Teaching Techniques and Strategies

- Approved action research/proposal and write up with date, signed by the SDS
- Copy of the lesson plans with date
- Result of validation and copy of the validation instruments used
- Certification of school head duly notarized who adopted the materials

3. Income Generating Project

(Note: to be credited, the IGP shall have generated at least Php 10,000.00)

- Approved proposal and write up with dates, signed by the SDS
- Certification or other documents showing its utilization for improving learning outcomes of pupils/students, with financial statement signed by the Principal
- Certification for being the proponent of an income IGP for 2 consecutive years corroborated by 5 teachers and duly notarized

4. Simplification of Work for Record Keeping

- Approved proposal and write up with date, signed by the SDS
- Work Plan, with the date/school year
- School Memorandum
- Narrative Report of Accomplishments with date indicating cost reduction that is congruent to the date of the proposal, action plan, certification, and/or designation signed by immediate superior
- Certification corroborated by 5 teachers and duly notarized

Criterion B – Served as Subject Coordinator or Grade Chairman for at least 1 year **(12 points in any of the following)**

1. Claim as Subject Coordinator or Grade Chairman for at least 1 year

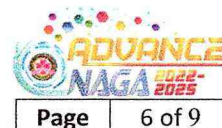
- Certification, with date for serving as subject coordinator and satisfactorily discharged such assignment for 1 year provided such assignments or service is in addition to and not considered part of the regular load, corroborated by at least 5 teachers and duly notarized

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- b. Designation, with date signed by the PSDS for District Coordinator and School Heads for School Coordinator
- c. Class/Intermediate program with date and teaching loads on the SY being claimed
- d. Action Plan for the specific year being claimed
- e. Accomplishment Report with date signed by the PSDS for district coordinator and signed by School Heads for School Coordinator corroborated by 5 teachers. It must be consistent with the activity cited in the action plan.

Observe congruency with the dates of the action plan, certification, designation and narrative accomplishment report.

2. Adviser of Interest Club for at least 2 years

- a. Certification (with date) for serving as adviser of interest club and satisfactorily discharged such assignment for 2 years, provided such assignment or services are in addition to and not considered part of the regular load, corroborated by at least 5 teachers and duly notarized
- b. Designation with date, signed by the School Head or PSDS
- c. Teachers' and Class/Intermediate Program with teaching loads on the SY being claimed
- d. Action Plan with date congruent to the other criteria cited and approved by the School Head/PSDS
- e. Accomplishment Report - date should be the same with the date of the action plan, and narrative must be in accordance with the activity undertaken and mentioned in the action plan

3. Adviser of School Publication for 2 years

- a. Certification for serving as adviser of School Publication and satisfactorily discharged such assignment for 2 years, provided such assignments or are in addition to and not considered part of the regular load, corroborated by at least 5 teachers and duly notarized, date of certification should be congruent to the dates of other criteria cited
- b. Designation should have the date and signed by the School Head/PSDS
- c. Teachers' and Class/Intermediate Program with teaching loads on the SY being claimed
(with the date/school year)
- d. Action Plan with date and approved by the SH/PSDS
- e. Copies of publication for each year being claimed

Dates of the Action Plan must be congruent to the dates of the proposal and accomplishment report. Likewise, the report of accomplishment report must be consistent with the activity cited in the action plan.

Note: Only lead adviser shall receive 12 points; Assistant advisers shall receive 6 points.

Criterion C - Served as chairman of a special committee for 1 year (**12 points in any of the following**)

- 1. Claim for Chairmanship of a Special Committee
 - * Credited for Curriculum/instructional materials are: Modules, guide, manuals, lesson plans, worksheets, exercises, workbooks
 - * Credited for school programs are: testing, reading, math remedial and enrichments program

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Documents required:

- Memorandum on the designation of the special committees signed by the SH/PSDS
- Certification for serving as Chairman of a special committee corroborated by 5 teachers and duly notarized
- Project Proposal signed by the SH/PSDS and SDS
- Action Plan signed by the SH/PSDS
- Copy of the outputs-curriculum/instructional materials or prepared program/s
- Write up of accomplishments signed by the SH/PSDS, duly certified, authenticated and corroborated by 5 teachers, in harmony with the action plan and signed by the SDS

Criterion D - Initiated/headed or participated in an educational research for 1 year
(12 points) Participation as member only (6 points)

- Letter-request to the SDS to conduct an Action Research
- Approved Research Proposal with date and signed by the SDS
- Research completion report dated and signed by the SDS
- Brief write up on the implication of the research on the improvement of instruction or for community development or teachers welfare.

Reminder: *Researches conducted and submitted to fulfill requirements for masteral and doctoral program are not given credits as they have been credited for the degree (MEC Order No., 29, s. 1979 — clarification on MEC Order No., 10 s. 1979)*

Criterion E – Coordinator of community or activity or of a program of another agency or coordinator of rural service improvement activity (feeding, nutrition, agro-industrial fair for at least 2 years) (12 points)

- Designation with date signed by the School Head /head of other agencies
- Certification as coordinator of the project for at least 2 years signed by the barangay chairman/official and School Head
- Action Plan dated and approved by the SH or head of other agencies
- District/School Memo/Programs where candidate is named as coordinator
- Report of accomplishment attested by SH/PSDS. The date should be congruent to the date of the action plan and accomplishment must be consistent with the activities cited thereto, a sample evidence of accomplishments as indicated in the action plan and report of accomplishment for the SY upon which the candidate is claiming attested by the SH/Head of other Agencies
- Awards of recognition/appreciation signed by sponsoring agency

Criterion F – Organized or managed an in-service training activity or other similar activity at least in the school level (12 points)

Note: *Coordinators who organized or managed INSET shall not be given points under this criterion. It is an inherent function as a coordinator*

- Memo where the candidate is designated as Overall Chairman/organizer/manager of INSET
- Certification for organizing/managing the INSET, corroborated by 5 teachers and duly notarized
- INSET proposal with Training Design approved by the SDS. The claimant's name is cited as proponent of the in-service training.

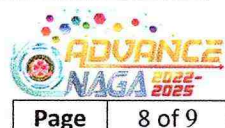
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- d. INSET report of accomplishment with date congruent with the dates of the other items and signed by the SH/PSDS and SDS
- e. Certificate of Merit/Commendation, date must be congruent with the dates of other documents relative to the activity.

Criterion G - Credited with the meritorious achievements such as:

(Note: to be given a point, an applicant must present a certificate of commendation as coach or coordinator signed by authorized official)

1. Trainer of or coach to contestants who received prizes, commendations or any form of recognition:

National Winner	10 points
Regional Winner	5 points
Division Winner	3 points
2. Athletic coach of athletes or teams who won prizes as follows:

National Level	10 points
Regional Level	5 points
Division Level	3 points
District Level	1 point
3. Coordinator of Boy Scout or Girl Scout activities:

National Level	10 points
Regional Level	5 points
Division Level	3 points
District Level	1 point

Criterion H – Authorship

(10 points for a book and 1 point for each article provided they are on education)

Sole Authorship	10 points
Co-authorship	5 points
Article	1 point/article

Criterion I – Demonstration Teaching

- a. Levels of Demonstration Teaching:

For MT I applicants	District Level
For MT II applicants	Division Level
- b. Distribution of Points (*per Regional Letter No. 117, s. 1990 signed by RD Jovencio T. Revil*)

Three or more demonstration lessons conducted-	10 points
Two demonstration lessons conducted -	7 points
One demonstration lessons conducted -	4 points
- c. Requirements to be given a point
 - ✓ Approved lesson plan signed by the PSDS/EPS
 - ✓ Certification and Lesson Plans should have dates
 - ✓ Memo/TIP/Program of activities where the candidate is cited as demonstration teacher
 - ✓ Certification stating the exact date when the candidate served as demonstration teacher and corroborated by at least 5 teachers and duly notarized
 - ✓ Attendance of participants during the training where demonstration teaching was conducted should be attached
 - ✓ Certificate of commendation

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