



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, Malaybalay City



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February 10, 2015 248  
DEPED-MALAYBALAY CITY DIVISION

RELEASED

re: FEB 12 2015 Time: 8:30 AM  
Kumbulle

**DIVISION MEMORANDUM**

No. 043 s. 2015

**SELECTION AND RANKING FOR THE POOL OF QUALIFIED APPLICANTS  
FOR MASTER TEACHER I POSITION**

**TO :** Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned  
This Division

**FROM:**   
EDILBERTO L. OPLENARIA  
Schools Division Superintendent *ji*

1. This is to inform the field that this Office is now accepting applications and pertinent documents for the **Selection and Ranking for the Pool of Qualified Applicants for MASTER TEACHER I position in Elementary.**
2. Interested applicants are enjoined to comply with the following:  
**A. Entry Requirements:**
  1. Applicants indorsed by the principal;
  2. Must be a full-time classroom teacher with the maximum teaching load;
  3. Waiver stating willingness to be assigned anywhere in the Division
3. As provided under DECS Order No. 57, s. 1997 and CSC 1997 Qualification Standards, a candidate must possess all the qualifications indicated to be considered for the Master Teacher I position.

Status : Permanent Teacher  
Education : Bachelor's degree for Teachers or equivalent as provided in Magna Carta for Teachers.  
Experience : At least three (3) years experience  
Performance Rating: Very Satisfactory Performance rating for the last three (3) rating periods (1<sup>st</sup> and 2<sup>nd</sup> sem. SY 2013-2014 and 1<sup>st</sup> sem. SY 2014-2015)  
Training : None Required  
Eligibility : RA 1080 (Teacher)

At least 25 points in the leadership and potential or has been a demonstration teacher in the district level plus 15 points in leadership and potential.

4. Qualified applicants shall submit the pertinent documents enumerated below:
  - Application letter endorsed by the School Principal;
  - CSC Form 212 (3 copies);
  - Transcript of Records;
  - Eligibility – PRC Rating and License;
  - Performance Rating (at least Very Satisfactory for the last three (3) rating periods – 1<sup>st</sup> and 2<sup>nd</sup> Sem. SY 2013-2014 and 1<sup>st</sup> Sem. SY 2014-2015
  - Latest Service Record
  - Certificates /Evidences of Leadership, potential and achievement;
  - a) Curriculum/Instruction materials, Effective Teaching Techniques (demonstration – district/division level) duly certified by the Principal/Memo with attached lesson plan, attendance sheet of those witnessing the demo, and documentation;
  - b) Record of visits/observations made, teachers helped guided;
  - c) Chairmanship of special committees;
  - d) Group educational research;
  - e) In service meeting with specific topic, theme and certification of principal and supervisor;
  - f) Community project/income generated project for the last (2) years with approved project proposal properly documented;
  - g) Credits for meritorious achievement;
  - h) Authorship and professional/education articles; and
  - i) Officer of organization.
  
4. All documents submitted shall be duly authenticated by the Division Administrative Officer V, Jutchel L. Nayra, DPA. Deadline for submission of application is on or before **February 18, 2015 (Wednesday)**. For inquiry, please see Mrs. Novem A. Sescon, HRMO I/Administrative Officer II.
  
5. As reiterated in *DepED Order No. 29, s. 2002, Section 5, Item Nos. 3-5*; the HRMO shall conduct preliminary evaluation of the qualifications of all applicants for three (3) working days, prepare selection line-up which shall reflect the qualifications of candidates, notify all applicants of the outcome of the preliminary evaluation, and submit the selection line-up to the PSB for deliberation *en banc*.
  
6. The schedule of screening and interview will be on **February 24, 2015 (Tuesday)** at the Division Office Conference Hall.
  
7. Immediate and widest dissemination of the Memorandum is desired.

Copy furnished:

Records Section  
HRMO Section – N. Sescon  
PSB Chair – J. Adriatico  
Administrative Officer V – J. Nayra, DPA  
CSC Field Office

**TO BE POSTED IN THE WEBSITE**