



Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
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February 10, 2015

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ed-MALAYBALAY CITY DIVISION

RELEASED

DIVISION MEMORANDUM

No. 044 s. 2015

re: FEB 12 2015 Time: 8:34 AM
at Anabelle

**SELECTION AND RANKING FOR THE POOL OF QUALIFIED APPLICANTS
 FOR MASTER TEACHER II POSITION IN
 BUKIDNON NATIONAL HIGH SCHOOL (BNHS)**

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

FROM: *[Signature]*
EDILBERTO L. OPLENARIA
 Schools Division Superintendent

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 II position solely for Bukidnon National High School (BNHS) applicants.**
2. Interested applicants are enjoined to comply with the following:
B. Entry Requirements:
 1. Applicants indorsed by the principal;
 2. Must be a full-time classroom teacher with the maximum teaching load;
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 II position.

Status : Permanent Teacher
 Education : Bachelor's degree for Teachers or equivalent as provided in Magna Carta for Teachers plus completion of academic requirements (CAR) for Master of Arts;
 Experience : Master Teacher I for at least one (1) year
 Performance Rating : At least Very Satisfactory Performance rating as Master Teacher I (2nd sem. SY 2013-2014 and 1st sem. SY 2014-2015)
 Training : four (4) hours relevant trainings

Eligibility : RA 1080 (Teacher)

At least 30 points in the leadership, potential and achievement; or has been a demonstration teacher in the division level plus 20 points in leadership and potential, provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotions.

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
 - Latest Service Record
 - Certificates /Evidences of Leadership, potential and achievement;
- j) 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;
- k) Record of visits/observations made, teachers helped guided;
- l) Chairmanship of special committees;
- m) Group educational research;
- n) In service meeting with specific topic, theme and certification of principal and supervisor;
- o) Community project/income generated project for the last (2) years with approved project proposal properly documented;
- p) Credits for meritorious achievement;
- q) Authorship and professional/education articles; and
- r) 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