



Republic of the Philippines  
 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**



Sayre Highway, Purok 6, Casisang, Malaybalay City  
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September 11, 2015

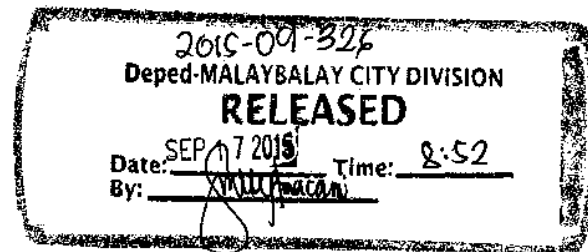
**DIVISION MEMORANDUM**

No. 346 s. 2015

**SELECTION AND RANKING FOR THE POOL OF QUALIFIED APPLICANTS  
 FOR MASTER TEACHER I POSITION – BANGCUD NATIONAL HIGH SCHOOL**

**TO :** Chief Education Supervisor & Staff, Curriculum Implementation Division  
 Chief Education Supervisor & Staff, Schools Governance & Operations Division  
 Public Schools District Supervisors  
 School Heads (Elem. & Secondary)  
 Section/Unit Heads and Staff  
 All Others Concerned

*[Signature]*  
**FROM: EDILBERTO L. OPLENARIA, CESO VI**  
 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 I position for Bangcud National High School.**
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. 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 Secondary 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 two (2) years (2 <sup>nd</sup> sem. SY 2013-2014, 1 <sup>st</sup> sem. SY 2014-2015 and 1 <sup>st</sup> sem. SY 2015-2016)
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:



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- 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 two (2) years – 2<sup>nd</sup> sem. SY 2013-2014, 1<sup>st</sup> and 2<sup>nd</sup> sem. SY 2014-2015, and 1<sup>st</sup> sem. SY 2015-2016.
  - 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.
5. All documents submitted shall be duly authenticated by the Division Administrative Officer IV, Florabelle R. Porrás. Deadline for submission of application is on or before **September 25, 2015 (Friday)**. For inquiry, please see Guia Ma. G. Gamutin, Administrative Officer IV-Personnel.
6. The schedule of screening and interview will be announced later.
7. Immediate and wide dissemination of this memorandum is desired.

Copy furnished:  
Records Section  
PSB Chair –

**TO BE POSTED IN THE WEBSITE**