



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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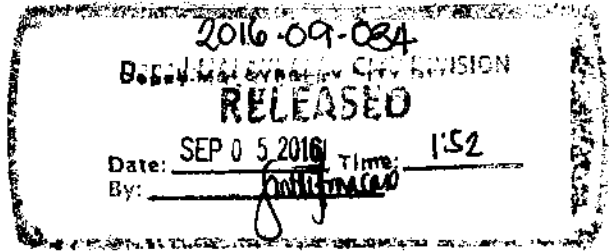
September 2, 2016

**DIVISION MEMORANDUM**

No. ACG s. 2016

**SELECTION AND RANKING FOR THE POOL OF QUALIFIED APPLICANTS  
 FOR MASTER TEACHER I AND MASTER TEACHER II POSITIONS (ELEM.)**

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



**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 AND II Positions for Elementary Schools.
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 position.

**Master Teacher I**

Status : Permanent Elementary Teacher  
 Education : Bachelor's degree in Elem Education + 18 MA Units or  
 Bachelor's Degree with 18 Professional Units in Education + 18 MA Units  
 Experience : At least three (3) years experience  
 Performance Rating: Very Satisfactory Performance rating for the last two (2) years  
 Training : 4 hours relevant training  
 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.



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**Master Teacher II**

Status	:	Permanent Elementary Teacher
Education	:	Bachelor's degree in Elem Education + 24 MA Units or Bachelor's Degree with 18 Professional Units in Education + 24 MA Units
Experience	:	Master Teacher I (or ESP I) for atleast one (1) year
Performance Rating:	:	Very Satisfactory Performance rating for the last two (2) years
Training	:	8 hours relevant training
Eligibility	:	RA 1080 (Teacher)

At least 30 points in the leadership and potential or has been a demonstration teacher in the district level plus 20 points in leadership and potential provided that 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;
  - Transcript of Records;
  - Eligibility – PRC Rating and License;
  - Performance Rating (at least Very Satisfactory for the last two (2) years);
  - 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. Porras. Deadline for submission of application is on or before **September 9, 2016 (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:

Personnel Unit  
Records Section  
PSB Chair

**TO BE POSTED IN THE WEBSITE**