

**DEPARTMENT OF EDUCATION**  
**Region X-Northern Mindanao**  
**DIVISION OF MALAYBALAY CITY**

Corner Don Carlos-Guingona St., City of Malaybalay  
 Contact Numbers: 813-2304, 202-4517  
 Email Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com), Official website: [www.depedmalaybalay.net](http://www.depedmalaybalay.net)



March 6, 2014

**DIVISION MEMORANDUM**

No. 83 s. 2014

TO : Promotional Staff  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned

081  
 DIVISION OF MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: 3-06-14 TIME: 1:00 PM  
 Signature: [Handwritten Signature]

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

RE : **PERPETUAL RANKING FOR MASTER TEACHER II**

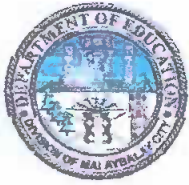
1. This is to inform the field that perpetual ranking for **MASTER TEACHER II** is now open. Interested applicants are enjoined to comply with the following:

**A. Entry Requirements**

- 1) Applicants indorsed by the Principal;
- 2) Must be a full-time classroom teacher with maximum teaching load;
- 3) Waiver stating willingness to be assigned anywhere in the Division; and,
- 4) A demonstration teacher in the district level (Demo teaching should be after the date of appointment as Master Teacher I).

**B. Minimum requisites/qualifications as provided under DECS Order No. 57, series of 1997:**

- |                                       |   |  |
|---------------------------------------|---|--|
| Status                                | : | Permanent  |
| Education                             | : | Bachelor's degree for teachers or equivalent as provided in the Magna Carta for Teachers, plus completion of academic requirements for Master of Arts  |
| Eligibility                           | : | PBET/LET   |
| Experience                            | : | Master Teacher I for at least one year   |
| Performance Rating                    | : | Very Satisfactory rating as Master Teacher I   |
| Leadership, potential and achievement | : | At least 30 points in leadership, potential and achievement; or has been a demonstration teacher in the division level plus 20 points in leadership and potential, provided the activities and accomplishments |



## DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

### DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 815-2394 221-4500

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listed for this purpose had not been credited or used for similar promotions.

2. 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> Semester SY 2012-2013 and 1<sup>st</sup> Semester SY 2013-2014 or Outstanding for the last two (2) rating periods – 2<sup>nd</sup> Semester SY 2012-2013 and 1<sup>st</sup> Semester SY 2013-2014);
  - Service Record with Employee Number;
  - Certificates/Evidences of leadership, potential and achievement:
    - a) curriculum/instruction materials, effective teaching techniques demonstration (division level) duly certified by the Principal with attached lesson plan, attendance sheet of those witnessing the demo, and documentation;
    - b) record of visits/observations made, teachers helped and 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 two (2) years with approved project proposal properly documented;
    - g) credits for meritorious achievement;
    - h) authorship and professional/education articles; and
    - i) officer of organization.
3. All documents submitted shall be duly authenticated by the Administrative Officer. Deadline for submission of application is on or before March 20, 2014. For more information and queries, please see Mrs. Novem A. Sescon, HRMO I/Administrative Officer II.
4. Immediate and widest dissemination of the Memorandum is desired.

Copy furnished:  
Records Section  
AO File

**TO BE POSTED IN THE WEBSITE**