



DEPARTMENT OF EDUCATION  
Region IV - Calabarzon

DIVISION OFFICE - MALAYBALAY CITY

Corner Don Carlos and Guingona Sts., City of Malaybalay  
Telefax # 088-813-2894 or 221-4597, E-mail add. [dpdmlyblycity@yahoo.com](mailto:dpdmlyblycity@yahoo.com)



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DIVISION OFFICE - MALAYBALAY CITY DIVISION  
RELEASED

March 24, 2014 Date: 3-25-14 Time: 3:45  
By: *Raymar J. [Signature]*

**MEMORANDUM TO:** Promotional Staff  
Secondary Schools Principals of Bangcud National High School &  
Managok National High School

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

**SUBJECT :** Special Ranking for reclassification of position from Teacher III to  
Master Teacher I for Bangcud and Managok National High School

You are hereby informed for the reclassification of positions from Secondary School Teacher III to Master Teacher I of the following school on its specific area of concentration:

Bangcud National High School : Filipino & English  
Managok National High School : English

Interested applicants are enjoined to comply with the following:

A. Entry requirements:

1. Applicants endorsement by the principal
2. Must be a full-time classroom teacher with maximum teaching load
3. A demonstration teacher

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

Status : Permanent  
Education : Bachelors of Secondary Education (BSEd) or Bachelor's degree plus 18 units professional units in education with appropriate major: and 18 units for master's degree in Education or its equivalent  
Eligibility : PBET/LET  
Experience : 1 year as Teacher III  
Performance : Very Satisfactory rating as Teacher III



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao

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- C. Qualified applicants shall submit the pertinent documents enumerated below:
1. Application letter endorsed by the school principal
  2. CSC form 212 (3 copies in black in hand written)
  3. Transcript of records
  4. Eligibility - PRC Rating and license
  5. Performance rating ( at least Very Satisfactory for the last three (3) ratings 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 for the last two (2) rating periods – 2<sup>nd</sup> semester 2012-2013 and 1<sup>st</sup> semester SY 2013-2014
  6. Service Records
  7. Certificate/evidence 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. Records of visits/observation made, teacher helped and guided
    - c. Chairmanship of special committees
    - d. Group education research
    - e. In service meeting with specific topics, theme and certification of principals and supervisor
    - f. Community project/income generated project for the last two (2) years with approved project proposals properly documented
    - g. Credits for meritorious achievement
    - h. Authorship and professional/education articles and
    - i. Officer of organization
- D. Applicants must reach a score of not less than 50% points to qualify for the reclassification

All documents submitted shall be duly authenticated by the Administrative Officer, Jutchel L. Nayra DPA. Deadline for submission of application is on or before March 28, 2014, interview schedule will be on Monday March 31, 2014 at the Administrative Officer Office.