



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Corner Don Carlos and Guingona Sts., City of Malaybalay  
Telefax # 088-813-2894 or 221-4597, E-mail add: [dpdmlybvcity@yahoo.com](mailto:dpdmlybvcity@yahoo.com)



October 8, 2014

164  
DepEd-MALAYBALAY CITY DIVISION

**RELEASED**

Date: 10-9-14 Time: 1:31  
: OSTI/MAGSAMA

**MEMORANDUM TO:** Promotional Staff  
Schools District Supervisor  
Elementary School Principals and School Heads  
All concerned

**FROM :** *for* **EHILBERTO L. OPLENARIA**  
Schools Division Superintendent *ES*

**SUBJECT :** Selection and Ranking for the Pool of Qualified Applicants  
Master Teacher II in Elementary

1. This is to inform the field for the Selection and Ranking for the Pool of Qualified Applicants for Master Teacher II in Elementary now open.

Interested applicants are joined 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. 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 : At least 30 points in the leadership, potential and Achievement; or has been a demonstration teaches in the division level plus 20 points in leadership and potential, provide the activities and accomplishments listed for this purpose had not been credited or used for similar promotions.



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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 – 2<sup>nd</sup> semester SY 2012-2013, 1st and 2nd Semester 2013-2014 or Outstanding for the last two (2) rating periods 1st and 2nd Semester 2013-2014);
  - Service Record
  - 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 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.
3. All documents submitted shall be duly authenticated by the Administrative Officer. Deadline for submission of application is **on or before October 17, 2014**. For more information and queries, please see Mrs. Novem A. Sescon, HRMOI/Administrative Officer II.
4. Immediate and widest dissemination of the Memorandum is desired.

Copy furnished:  
Records Section  
HR File