



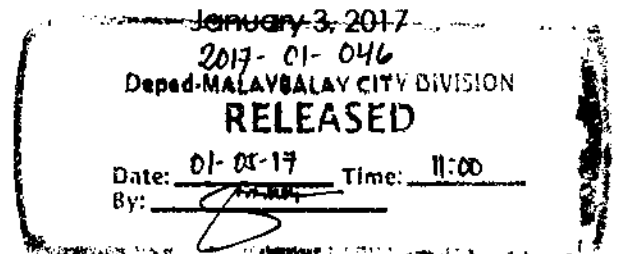
Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

Sayre Highway, Purok 6, Casisang, Malaybalay City  
Telefax # 088-81-2894, E-mail add: [depdmlyblycity@yahoo.com](mailto:depdmlyblycity@yahoo.com)



**DIVISION MEMORANDUM**

No. 003 s. 2017



**TO :** Chief Education Supervisor & Staff, Curriculum Implementation Division  
Chief Education Supervisor & Staff, Schools Governance & Operations Division  
Public Schools District Supervisors  
Bukidnon National High School  
All Others Concerned

**FROM :**  **EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent

**DATE :** January 3, 2017

**RE : SELECTION AND RANKING FOR THE POOL OF QUALIFIED APPLICANTS FOR MASTER TEACHER I AND MASTER TEACHER II POSITIONS FOR BUKIDNON NATIONAL HIGH SCHOOL**

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 MASTER TEACHER II Positions for Bukidnon National High School.
2. Interested applicants are enjoined to comply 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 Secondary Teacher  
Education : Bachelor's degree in Secondary Education + 18 MA Units or  
Bachelor's Degree with 18 Professional Units in Education + 18 MA Units



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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.

### **Master Teacher II**

Status : Permanent Secondary Teacher

Education : Bachelor's degree in Secondary 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:

- a) Application letter endorsed by the School Principal;
- b) CSC Form 212;
- c) Transcript of Records;
- d) Eligibility – PRC Rating and License;
- e) Performance Rating (at least VS for the last two (2) rating periods;
- f) Latest Service Record;
- g) Certificates /Evidences of Leadership, potential and achievement.
- h) 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;
- i) Record of visits/observations made, teachers helped guided;
- j) Chairmanship of special committees;
- k) Group educational research;
- l) In service training with specific topic, theme and certification of principal and supervisor;
- m) Community project/income generated project for the last (2) years with approved project proposal properly documented;
- n) Credits for meritorious achievement;
- o) Authorship and professional/education articles; and
- p) Officer of organization.



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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 **January 10, 2017**. 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**