



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DM-2018-09-412

DepED-MALAYBALAY CITY
RELEASE
DATE SEP 12 2018 10:55
BY: <i>fu</i>

DIVISION MEMORANDUM

No. 412, s. 2018

**TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
School Heads (Elementary and Secondary)
All Others Concerned
This Division**

FROM: REBONFAMIL R. BAGUIO
Schools Division Superintendent *R. Baguio*

DATE: September 4, 2018

**RE: MERIT SELECTION AND COMPARATIVE ASSESSMENT FOR
MASTER TEACHER I (ELEMENTARY)**

1. This is to inform the field that this Office is now accepting applications and pertinent documents for the Comparative Assessment of Master Teacher I (Elementary) Position
2. Interested applicants are enjoined to comply with the following:
 - A. Entry Requirements:
 1. Application 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 (Elementary)

Status: Permanent Elementary School Teacher
Education: Bachelor's degree in Elementary Education + 18 MA
Units or Bachelor's degree with 18 Professional Units in
Education + 18 MA Units



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Experience: At least three (3) years experience
Performance Rating: Very Satisfactory Performance rating for the last three (3) 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.

4. Qualified applicants shall submit the pertinent documents enumerated below:
1. Application letter endorsed by the School Principal;
 2. CSC Form 212 (revised 2017 handwritten or encoded which can be downloaded at www.csc.gov.ph)
 3. Photocopy of Transcript of Records;
 4. Photocopy of Eligibility – PRC Rating and License;
 5. Performance Rating At least Very Satisfactory for the last three (3) years with numerical rating duly signed by the rater & ratee per rating period;
 6. Updated Service Record;
 7. 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.
 8. Letter of willingness to be assigned anywhere in the Division
5. **Deadline for submission of application will be on September 13, 2018, 5:00 pm**



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only. Queries relative to this can be relayed to Jutchel L. Nayra, Administrative Officer
V/OIC-Personnel Services (0936966953).

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE

Sayre Hi-way, Casisang, Malaybalay City
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Website: <http://depedmalaybalay.nci>
<http://malaybalay.city.deped.gov.ph>