



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

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 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: 15 2020 2:49
 BY: _____

DIVISION MEMORANDUM

No. 352, s. 2020

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, CID and SGOD
 Public Secondary School Heads
 All Others Concerned

FROM: **VICTORIA V. GAZO, PhD., CESO V_{pr}**
 Schools Division Superintendent

DATE: September 14, 2020

SUBJECT: ANNOUNCEMENT ON THE SUBMISSION OF PERTINENT DOCUMENTS FOR RECLASSIFICATION FOR SECONDARY SCHOOL MASTER TEACHER I

1. This is to inform the field of the submission of pertinent documents for reclassification for Secondary School Master Teacher I in this Division. Applicants should meet the herein qualification standards as embodied in MEC Order No. 10, s. 1979 as follows:

Position	Education	Experience	Training	Eligibility
Master Teacher I (Secondary)	Bachelor's degree in Secondary Education + 18 MA Units or Bachelor's Degree with 18 Professional Units in Education + 18 MA Units	3 years Teacher III	4 hours relevant training	RA 1080 (Teacher)

2. Interested qualified applicants are required to submit the following pertinent documents properly ear marked to this Office on or before **September 23, 2020**:

2.1. Certification from School Head - a full time classroom teacher

- a.) Introduced any of the following which has been adopted or used by the school or district
- Curriculum or instructional materials
 - Effective teaching techniques or strategies
 - Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction
 - A worthwhile income generating project for pupils given recognition by higher officials in the Division
- b.) Served as subject coordinator or grade chairman for at least one (1) year; or





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As adviser of school publication or any special school organization like dramatic club, etc. and discharged such assignment satisfactorily for at least two (2) years provided such assignments or services are in addition to, and not considered part of, the regular teaching load;

c.) Served as chairman of a special committee, such as curriculum study committee; committee to prepare instructional materials, committee to prepare school program, and discharged the work efficiently;

d.) Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instructions, for community development or teacher welfare;
For participation as member of such activity (7 points)

e.) Coordinator of Community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro industrial fairs, etc., for at least two (2) years,
For participation as member of such activity (7 points)

f.) Organized / managed an in-service activity or other similar activities at least on the school level;

g.) Credited with meritorious achievements such as:

- (1) Trainor of or coach to contestants who receive prizes, commendations or any form of recognition;
- (2) Athletic coach of athletes or teams who won prizes;
- (3) Coordinator of Boy Scout or Girl Scout activities

h.) Authorship - (10 points for a book and 1 point for each article provided they are on education)

i.) Omnibus certification as to authenticity and veracity of all documents submitted.

3. Any activity/accomplishments already used for earlier promotion shall not be used for the next promotion.

4. School Heads are required to accomplish the attached template and submit together with their indorsement of MTI reclassification application documents of that School based on Junior High School Plantilla.

5. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE





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List and Position of all Teachers per subject area/specialization to determine the number of eligible MTI for recommendation.
(include Junior High School Plantilla only)

SUBJECT: ENGLISH			SUBJECT: MATH			SUBJECT: SCIENCE		
No.	Name	Position	No.	Name	Position	No.	Name	Position
1.			1.			1.		
2.			2.			2.		
3.			3.			3.		
4.			4.			4.		
etc.			etc.			etc.		

SUBJECT: FILIPINO			SUBJECT: ARALING PANLIPUNAN			SUBJECT: EDUKASYON SA PAGPAPAKATAO		
No.	Name	Position	No.	Name	Position	No.	Name	Position
1.			1.			1.		
2.			2.			2.		
3.			3.			3.		
4.			4.			4.		
etc.			etc.			etc.		

SUBJECT: MAPEH			SUBJECT: TLE		
No.	Name	Position	No.	Name	Position
1.			1.		
2.			2.		
3.			3.		
4.			4.		
etc.			etc.		

Prepared by: Teacher or ADAS

Certified Correct: School Head

