



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

DM2020-9-354
 DEPED MALAYBALAY CITY DIVISION
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 BY: [Signature]

DIVISION MEMORANDUM

No. 354, s. 2020

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

FROM: **VICTORIA V. GAZO, PhD., CESO V**
 Schools Division Superintendent

DATE: September 14, 2020

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

1. This is to inform the field of the submission of pertinent documents for reclassification for Elementary 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 (Elem.)	Bachelor's degree in Elementary 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
- 2.2 Intent letter addressed to the Superintendent stating the willingness to be assigned anywhere in the Division

- 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





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- b.) Served as subject coordinator or grade chairman for at least one (1) year; or
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. Attached is the list of Elementary Schools that needs Master Teachers.
5. School Heads are requested to submit the latest School Form 4 (SF4) to validate the number of Teachers in that School together with their indorsement of the MTI reclassification application documents of that School.
6. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit

Personnel Unit

TO BE POSTED ON THE WEBSITE




Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@gmail.com

LIST OF ELEMENTARY SCHOOLS THAT HAVE MASTER TEACHER NEED
as of December 2019 SF4

No.	SCHOOL	Master Teacher Need	No.	SCHOOL	Master Teacher Need
District 1			District 7		
1	Kalasungay CS	MT I	18	Bangcud CS	MT I
2	Dalwangan ES	MT I and MT II	19	Binalbagan ES	MT I
3	Patpat ES	MT I and MT II	20	Calawag ES	MT I
District 2			21	Dapulan ES	MT I
4	Sumpong CS	MT I	22	Macote ES	MT I
5	Baganao ES	MT I	23	Simaya IS	MT I
6	Can-ayan IS	MT II	District 8		
7	Candiisan IS	MT I	24	Paiwaig ES	MT I
8	Kilap-agan IS	MT I	25	San Martin ES	MT II
District 4			26	Sawaga ES	MT I
9	Malaybalay City CS	MT I	District 9		
10	Barangay 9 ES	MT I	27	Managok CS	MT I
11	BCT ES	MT I	28	Bagong Silang ES	MT I
District V			29	Lunokan ES	MT I
12	Airport Village ES	MT I	District 10		
13	Natid-asan ES	MT I	30	Indalasa ES	MT I
14	Panamucan ES	MT I	31	Kibalabag ES	MT I
15	San Jose ES	MT I and MT II	32	Kulaman ES	MT I
District 6					
16	Bendolan ES	MT I			
17	Cabangahan ES	MT I			

Prepared by:


GUJA MA. G. VILLAHERMOSA
 Administrative Officer IV