



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO

DOCUMENTARY REQUIREMENTS FOR RECLASSIFICATION

POSITION TITLE	BASIC REQUIREMENTS			ADDITIONAL REQUIREMENT	DOCUMENTARY REQUIREMENTS	REFERENCE
	EDUCATION	EXPERIENCE	PERFORMANCE RATING			
Master Teacher I	Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers	At least 3 years teaching experience	Performance Rating must be at least Very Satisfactory (3.500-4.499)	A) At least 25 points in leadership, potential and accomplishments OR B) Has been a demonstration teacher on the school/district level plus 15 points in leadership and potential	a) Duly Accomplished Form 212 (Personal Data Sheet); b) Certified, Authenticated and Verified (CAV) Transcript of Records;	DepED Order No. 57, s. 1997
Master Teacher II	Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers, plus Completion of Academic Requirements (CAR) for M.A.	Master Teacher I for at least 1 year	Performance Rating as Master Teacher I must be at least Very Satisfactory (3.500-4.499)	A) At least 30 points in leadership, potential and accomplishments OR B) Has been a demonstration teacher on the division level plus 20 points in leadership and potential	c) Performance Rating Sheet for the last three (3) consecutive years; d) Service Records, e) Certificates/Proofs of Outstanding Accomplishment;	
Master Teacher III	M.A. in Education or equivalent	Master Teacher II for at least 1 year	Performance Rating as Master Teacher II must be at least Very Satisfactory (3.500-4.499)	At least 45 points in leadership, potential and accomplishments	f) Omnibus Sworn Statement that all documents submitted are true and correct duly signed by the applicant, duly sworn to by a lawyer (2 original copies)	
Master Teacher IV	At least M.A. in Education, MAT, or M.Ed.	Master Teacher III for at least 1 year	Performance Rating as Master Teacher III must be at least Outstanding (4.500-5.000)	At least 60 points in leadership, potential and accomplishments		

To be attached by HRMO w/ 3 copies of PAL for implementation

1. Ranklist

2.a If Elem, certification that total MT positions did not exceed the 10% of total teaching positions in Elem; supported with breakdown inventory of teaching positions, signed by the SDS

2.b. If Secondary, certification as to number of teachers in the school plantilla handling the same subject area/specialization

preferably with the list of names and item numbers of teachers counted in the certification; 1MT only per subject area, signed by the SDS

3. Position Description Form (PDF) for Master Teacher