



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

DM-2023-05-147  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
 MAYED 9 2023 time: 2:45  
 By: \_\_\_\_\_

**DIVISION MEMORANDUM**

No. 147, s. 2023

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

**FROM:** **CHERRY MAE L. LIMBACO-REYES**  
 Schools Division Superintendent

**DATE:** May 8, 2023

**SUBJECT: Announcement on the Submission of Pertinent Documents for Elementary School Master Teacher I and Master Teacher II Vacancies**

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

<b>Position</b>	<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Eligibility</b>
Master Teacher II (Elem.) SG 19	Bachelor's degree in Elementary Education + 24 MA Units or Bachelor's Degree with 18 Professional Units in Education + 24 MA Units	1 year as Master Teacher I	8 hours relevant training	RA 1080 (Teacher)
Master Teacher I (Elem.) SG 18	Bachelor's degree in Elementary Education + 18 MA Units or Bachelor's Degree with 18 Professional Units in Education + 18 MA Units	3 years relevant experience at least 1 year as Teacher III	None required	RA 1080 (Teacher)

2. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **May 23, 2023**:

- 2.1. Certification from School Head as full time classroom teacher
- 2.2. Intent letter addressed to the Superintendent stating the willingness to be assigned anywhere in the Division
- 2.3. Document to support as Demo teacher



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
 Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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- 2.4 Duly accomplished Personal Data Sheet (Revised 2017 form 212) with recent 2x2 picture attached
- 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 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) Trainer 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.



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4. This Office adheres to the Principles of Merit and Fitness and to the Equal Employment Opportunity Principle (EEO). It ensures no discrimination in the selection of its employees provided Qualification Standards set by the CSC and DepED are met. Thus, all applications regardless of applicant's age, sex, sexual orientation, gender identity, civil status, ethnicity, religion, disability, or political affiliation are treated with respect and equity.
5. Immediate dissemination of this memorandum is desired.

Copy furnished:  
Records Unit  
Personnel Unit

TO BE POSTED ON THE WEBSITE



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