



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

DM 2023-05-195  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: 5/29/23 TIME: 9:50  
 BY:

**DIVISION MEMORANDUM**

No. 195, s. 2023

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID and SGOD)  
 Public Elementary and Secondary School Heads, Non-Implementing Units  
 This Division

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

**RE:** **Composition of the District Selection Committee and Processes to be observed in the Ranking of Elementary School Master Teachers**

**DATE:** May 22, 2023

1. Effective immediately, the composition of the District Selection Committee is hereby organized following MEC Order No. 10, s. 1979 Implementing Rules and Regulations for the System of Career Progression for Public School Teachers in the ranking of Elementary School Master Teachers as follows:

Chairman: Public Schools District Supervisor  
 Members: All Elementary School Heads of the District

2. The following procedure shall be observed by the Selection Committee:
- a. Wide publicity should be given in every vacancy in the Division to the District Committee and regulations, particularly in the criteria for Master Teachers.
  - b. School principals and division supervisors should be asked to submit to the district committee the names of candidates for master teacher together with all supporting papers in accordance with the aforementioned criteria.
  - c. The tentative list of Master Teacher candidates in the district should be posted in all schools so that any teacher who feels she deserves to be on the list but has not been included, may request inclusion of her name provided she can present supporting papers to justify her claim. To obviate the possibility of deserving teachers being by-passed by the District Selection Committee, a teacher who feels that her justified request had been ignored, may bring her case direct to the Division Selection Committee.



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- d. The District Selection Committee shall go over the papers of the candidates and submit to the Division Selection Committee the names of those recommended for Master Teacher position, listing the names according to rank. Attached is the criteria and point system as provided in MEC Order No. 10, s. 1979.
  - e. The District Committee shall review all recommendations for the district, carefully working whether all the candidates meet the criteria specified. It shall certify that the candidates meet the requirements and the supporting documents are authentic.
  - f. The Division Committee will rank all candidates from the Districts and shall recommend to the Superintendent the nominees in accordance with the number allotted.
3. Queries relative to this can be channeled to Guia Ma. G. Villahermosa of the Personnel Unit.
  4. For guidance and compliance.

Incl: as stated

Copy furnished:

Records Unit  
Personnel Unit

**TO BE POSTED ON THE WEBSITE**



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(Inclosure to DECS Order No. 57, s. 1997)

### CRITERIA FOR MASTER-TEACHER

(Note: A candidate must possess all the qualifications indicated to be considered for the Master Teacher position.)

#### Master Teacher I

1. Permanent teacher.
2. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers.
3. Very satisfactory performance rating for the last two years (at least 33 pts.)
4. At least three years experience.
5. At least 25 points in leadership and potential (see attached table) or has been a demonstration teacher on the district level plus 15 points in leadership and potential.

#### Master Teacher II

1. Master Teacher I (or ESP I) for at least one year.
2. Very satisfactory rating (at least 33 pts.) as Master Teacher I (or ESP I).
3. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers, plus completion of academic requirements for M.A.
4. At least 30 points in leadership, potential, and achievement, or demonstration teacher on the division level plus 20 points in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotions.

#### Master Teacher III

1. Master Teacher II.
2. M.A. in education or equivalent.

The following are considered M.A. equivalent:

- a. Bachelor's degree for teacher, or equivalent plus 20 years experience and at least 20 units for M.A.
  - b. Bachelor's degree for teacher or equivalent plus at least 20 graduate units and at least 18 credit allowances (See table of credit allowances.)
3. Very satisfactory performance rating (at least 35 pts.) as Master Teacher II.
  4. At least 45 points in leadership, potential and achievement provided the activities or accomplishments cited for this purpose had not been credited for an earlier promotion.

Master Teacher IV

1. Master Teacher III
2. At least an M.A. in Education, MAT, or M.Ed.
3. Outstanding performance rating as Master Teacher III.
4. At least 60 points in leadership, potential, and achievements provided the accomplishments and achievements cited for this purpose had not been credited for an earlier promotion.