



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

DM-2024-03-128
DEPED MALAYBALAY CITY DIVISION
RELEASED

March 7, 2024

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By: [Signature]

DIVISION MEMORANDUM

No. 125, s. 2024

**ANNOUNCEMENT ON THE SUBMISSION OF PERTINENT DOCUMENTS FOR
RECLASSIFICATION OF MASTER TEACHER I FOR
INDALASA ELEMENTARY SCHOOL**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD and CID
All Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. This is to inform the field of the submission of pertinent documents for reclassification of Elementary School Master Teacher I for Indalasa Elementary School. Applicants should meet the herein qualification standards set by the Civil Service Commission and guided by the provisions embodied in MEC Order No. 10, s. 1979.
2. Interested qualified applicants are requested to submit complete set of application documents together with your letter of intent to this Division from **March 15, 2024 to March 26, 2024.**
3. All interested applicants are required to submit the following pertinent documents as follows:
 - 3.1 Application letter addressed to the Schools Division Superintendent ;
 - 3.2 Updated Personal Data Sheet;
 - 3.3 Proof for the Qualification Standard – TOR, Service Record, Certificates of Training attended, and Proof of Eligibility;
 - 3.4 Certification from School Head - as full time classroom teacher;
 - 3.5 Photocopy of document to support as Demo teacher.
 - 3.6 Documents as per MEC Order 10, s. 1979:
 - 3.6.a. Introduced any of the following which has been adopted or used by the school or district
 - Curriculum or instructional materials



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
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- 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

3.6.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;

3.6.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;

3.6.d. Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instructions, for community development or teacher welfare;

3.6.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,

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

3.6.g. Credited with meritorious achievements such as:

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

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

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

4. Applicants assume the full responsibility and accountability for the authenticity and veracity of the documents submitted as evidenced by the duly signed Omnibus Sworn Statement. Any false and fraudulent documents submitted shall be ground for disqualification.



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5. No additional documents shall be accepted after the deadline. Applicants who failed to submit the documentary requirements on the set deadline shall not be included in the pool of official applicants.
6. See attached documents as to the following:
 - Annex A: Qualification Standards
 - Annex B : Criteria and the Point System Consistent with MEC Order No. 10, s. 1979
 - Annex C: Composition of the District Selection Committee and Division HRMPSB
7. 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 are met and DepED guidelines are followed. 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.
8. Queries relative to this memorandum can be channeled to the Personnel Unit.
9. Immediate dissemination of this Memorandum is enjoined.


CHERRY MAE LIMBACO-REYES
Schools Division Superintendent

Incl. as stated

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED ON OUR WEBSITE



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Annex A

QUALIFICATION STANDARDS

Position: Master Teacher I (Elem)

Education: Bachelor's degree in Elementary Education + 18 MA Units or
Bachelor's Degree with 18 Prof'l. Education Units + 18 MA Units

Training: none required

Experience: Teacher III for at least one (1) year



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Annex B

CRITERIA AND POINT SYSTEM FOR MASTER TEACHER I POSITION

Seq.	Particulars	Maximum Number of Pts.
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	20 points for any one of the items
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	12 points
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	12 points
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)	12 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)	12 points
f.	Organized / managed an in-service activity or other similar activities at least on the school level	12 points
g.	Credited with meritorious achievements such as:	10 points



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(1) Trainor of or coach to contestants who receive prizes,

commendations or any form of recognition:

- National winner 10 points
- Regional winner 5 points
- Division winner 3 points

(2) Athletic coach of athletes or teams who won prizes as follows:

- National level 10 points
- Regional level 5 points
- Provincial level 3 points
- District level 1 point

(3) Coordinator of Boy Scout or Girl Scout activities:

- National level 10 points
- Regional level 5 points
- Provincial level 3 points
- District level 1 point

h. Authorship 10 points

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

- Sole Authorship 10 points
- Co-authorship 5 points
- Article 1 point per article

Total **100 points**





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Annex C

School Selection Committee for Master Teacher I (Elem)

Chairman: Public Schools District Supervisor (where vacancy exist)

Members: Five (5) School Heads within the District

Secretariat: Administrative Officer II

Division HRMPSB for Master Teacher I (Elem)

Chairman: Aliena S. Dajay, PhD. CESE

Members: Lorenzo O. Capacio, EdD, Chief SGOD

Manuel D. Dinlayan, II, DPA, Admin. Officer V

Guia Ma G. Villahermosa, Admin. Officer IV/HRMO

(Representative from where the vacancy exists)

(Representative from the Teachers Association)

Secretariat: Gwendolyn G. Quirong, ADAS III

Glaive May Mulawan, ADAS III



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