

Republic of the Philippines
Department of Education
National Capital Region

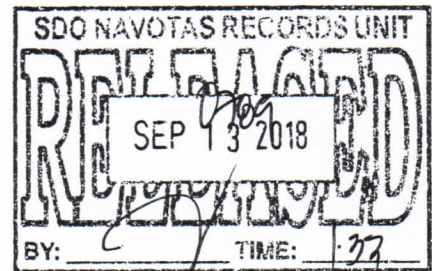
DIVISION OF CITY SCHOOLS, NAVOTAS

Bagumbayan Elementary School Compound
M. Naval St., Sipac-Almacen, Navotas City



MEMORANDUM

To: OIC-Assistant Schools Division Supervisors
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Division Unit Heads
Public Elementary and Secondary School Principals
All Others Concerned



From: **MELITON P. ZURBANO**
OIC - Schools Division Superintendent

Date: September 12, 2018

Subject: **RANKING FOR MASTER TEACHER I AND MASTER TEACHER II POSITIONS FOR
ELEMENTARY AND JUNIOR HIGH SCHOOLS**

1. The field is hereby informed that the ranking for Master Teacher I and Master Teacher II for elementary and junior high school positions is now officially open. As such, the issuances to be used as bases for ranking shall be the following:

- a. MEC Order No. 10, s. 1979 - Implementing Rules and Regulations for the System of Career Progression for Public School Teachers
- b. MEC Order No. 29, s. 1979 - Clarification on Guidelines for Implementing the Career Progression System (Master Teacher Program)
- c. DECS Order No. 57, s. 1997 - Further Implementation of the Career Progression System for Mater Teachers

2. All interested applicants are requested to submit their application letter together with the following supporting documents: 1) Personal Data Sheet; 2) Performance Rating for the last two rating periods; 3) Service Record; 4) Transcript of Records; and 5) Certificates and other pertinent documents. The list of required documents as well as the score sheet are found in the Enclosures 1 and 2 respectively. Applicants in the elementary level shall submit to their respective district offices, while applicants in the secondary level shall submit to their schools.

3. It is understood that applicants for Master Teacher positions in the elementary level are willing to be assigned in any school within the District where their services are necessary.

4. Following is the list of schools/district with vacant Master Teacher positions:

Schools/District	Master Teacher I	Master Teacher II
District 1	2	1
Bangkulasi ES	1	-
North Bay Blvd. ES	-	1
North Bay Blvd. North ES	1	-
District II	2	1
Tangos ES	-	1
Wawa ES	2	-
Secondary	3	1
Kaunlaran HS	1	1
San Roque NHS	1	-
Tangos NHS	1	-
Total	7	3

4. The schedule of activities relative to the ranking of MT I and MT II is as follows:
 - a. September 28, 2018 – Submission of pertinent documents to the district office for elementary applicants, and to the School Screening Committee for secondary applicants
 - b. October 2, 2018 – Deadline of submission of pertinent documents to the SDO
 - c. October 3 – 17, 2018 – Ranking of applicants
 - d. October 18 – 24, 2018 – Preparation and submission of the final rank list to the SDS for approval

4. Immediate and wide dissemination of this Memorandum is desired.

ENTRY REQUIREMENTS

Directions: Please arrange documents in order as presented in the criteria below. Use tabs or earmarks to facilitate access to the documents.

Master Teacher I

Requirements	Moans of Verification
1. Permanent teacher	Photocopy of appointment
2. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers.	Photocopy of Transcript of Records (Baccalaureate)
3. Education Requirements (from CSC): <i>For Elem. School</i> – Bachelor of Elem. Educ. (BEEd) or Bachelor's degree plus 18 professional units in Education; <u>and 18 units for a Master's degree in Education or its equivalent.</u> <i>For Sec. School</i> – Bachelor of Sec. Educ. (BSEd) or Bachelor's degree plus 18 professional units in Education; <u>and 18 units for a Master's degree in Education or its equivalent</u>	Photocopy of Transcript of Records (Graduate Studies)
4. Very satisfactory performance rating for the last two years	Photocopy of IPCRF for the last two rating periods
5. At least three years experience	Updated/Latest Service Record
6. LET Passer	Certificate of LET Rating at PRC
7. At least 25 points in leadership and potentials (see attached table) or has been a demonstration teacher on the district level plus 15 points in leadership and potential.	Certificate of Recognition for demonstration teaching All other pertinent documents to support claims in leadership and potential

Mater Teacher II

Requirements	Moans of Verification
1. Permanent teacher	Photocopy of appointment
2. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers.	Photocopy of Transcript of Records (Baccalaureate)
3. Education Requirements (from CSC): <i>For Elem. School</i> – Bachelor of Elem. Educ. (BEEd) or Bachelor's degree plus 18 professional units in Education; <u>and 24 units for a Master's degree in Education or its equivalent.</u> <i>For Sec. School</i> – Bachelor of Sec. Educ. (BSEd) or Bachelor's degree plus 18 professional units in Education; <u>and 24 units for a Master's degree in Education or its equivalent</u>	Photocopy of Transcript of Records (Graduate Studies)
4. Very satisfactory performance rating for the last two years	Photocopy of IPCRF for the last two rating periods
5. Four hours relevant training	Certificate of training attended
6. LET Passer	Certificate of Rating from PRC
7. 1 year as Master Teacher I	Updated/Latest Service Record
8. At least 30 points in leadership and potentials (see attached table) or has been a demonstration teacher on the district level plus 15==20 points in leadership and potential.	Certificate of Recognition for demonstration teaching All other pertinent documents to support claims in leadership and potential

Criteria	Papers/Documents to be Submitted	Maximum Number of 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	<ul style="list-style-type: none"> ➤ Designation signed by the principal ➤ Certification as chairman stating inclusive date of service by principal ➤ Accomplishment report ➤ Copy of the instructional material or teachers' program prepared 	12 points
D. Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, for community development, or for teacher welfare. For participation as member of such activity (7 points)	<ul style="list-style-type: none"> ➤ Copy of research proposal duly approved by the Division Research Committee ➤ Copy of the complete research duly submitted to the Division Research Committee 	12 points
E. Coordinator of community project or activity 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 years. For participation as member of such activity (7 points)	<ul style="list-style-type: none"> ➤ Letter informing the principal re: the community project prior to the commencement of the project ➤ Report of accomplishments with documentation attested by the principal and SDS* ➤ Certification from the beneficiaries and other agencies that the community project was implemented for a minimum of two years or more ➤ Certification as coordinator of a community project indicating inclusive years signed by the principal and SDS 	12 points
F. Organized/managed an in-service activity or other similar activities at least on the school level.	<ul style="list-style-type: none"> ➤ Designation by principal or SDS to conduct an in-service training ➤ Training design/matrix approved by principal or SDS* ➤ Certificate of recognition for organizing and managing in-service training ➤ Accomplishment report with documentation of the Inset ➤ Attendance of participants 	12 points

CREDIT POINTS FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS
(MEC Order No. 10, s. 1979)

Criteria	Papers/Documents to be Submitted	Maximum Number of Points
A. Introduced any of the following which has been adopted or used by the school or district <ul style="list-style-type: none"> - Curriculum or instructional materials - Effective teaching techniques or strategies 	<ul style="list-style-type: none"> ➤ Copy of materials prepared/proof of teaching technique introduced ➤ Certification signed by the school head/PSDS that such candidate prepared the materials and utilized by teachers ➤ Certification signed and attested by teachers who used the IM/technique introduced ➤ Certificate of recognition signed by the EPS of the subject area concerned/CID Chief or SDS* 	20 points for any one of the items
<ul style="list-style-type: none"> - Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction 	<ul style="list-style-type: none"> ➤ Certification for simplification of work duly attested by the principal/PSDS ➤ Letter of request to adopt the originally made material for simplification of work duly approved by the SDS* ➤ Work Plan for the implementation ➤ Accomplishment Report 	
<ul style="list-style-type: none"> - A worthwhile income generating project for pupils given recognition by higher officials in the division. 	<ul style="list-style-type: none"> ➤ Certification for being the proponent for the income generating project by the principal/PSDS ➤ Letter request to conduct an income generating project duly approved by the SDS* ➤ Income generating project proposal approved by the PSDS/SDS* ➤ Accomplishment Report ➤ Financial Statement ➤ Certificate of recognition from higher officials 	
B. Served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc. and discharged such assignment satisfactorily for at least two years provided such assignments or services are in addition to, and not considered part of the regular teaching load	Subject Coordinator/Grade Chairman (for at least 1 year) <ul style="list-style-type: none"> ➤ Designation signed by the principal ➤ Report of accomplishment attested by the principal ➤ Certification stating inclusive date of service signed by the principal Adviser of school publication or any special school organization (for at least 2 years) <ul style="list-style-type: none"> ➤ Copy of designation signed by principal ➤ Copy of Implementation Plan ➤ Report of accomplishment attested by school head ➤ Certification as adviser stating inclusive date of service signed by principal 	12 points

SCORE SHEET FOR MASTER TEACHER APPLICANT

Name: _____ Present Position: _____
School: _____ District: _____ Date of Last Promotion: _____

Basic Requirements:

1. Application Letter
2. Personal Data Sheet
3. Performance Rating for the Last 2 Rating Periods
4. Service Record
5. Transcript of Records

Leadership, Potential and Accomplishments

- | | | |
|---|------------|---------------|
| A. Introduced IM/Innovative Strategy/Simplification of Work/
Income Generating Project | Max Points | Points Earned |
| B. Served as Chairman/Subject Coordinator | 20 | _____ |
| C. Served as Chairman to a Special Committee | 12 | _____ |
| D. Initiated/Headed an Educational Research | 12 | _____ |
| E. Coordinator of a Community Project | 12 | _____ |
| F. Managed an InSet | 12 | _____ |
| G. Trainor or Coach | 12 | _____ |
| H. Authorship | 10 | _____ |
| I. Demo Teacher in the District or Division | 10 | _____ |

	Max Points	Points Earned
	20	_____
	12	_____
	12	_____
	12	_____
	12	_____
	12	_____
	10	_____
	10	_____
	10	_____
	Total	_____

Attested by: _____

Conforme: _____

(Applicant)

Criteria	Papers/Documents to be Submitted	Maximum Number of Points
G. Credited with meritorious achievements such as 1. Trainor of or coach to contestants who receive prizes, commendations or any form of recognition: <i>National Winner 10 pts.</i> <i>Regional Winner 5 pts.</i> <i>Division Winner 3 pts.</i> 2. Athletic coach of athletes or teams who won prizes as follows: <i>National Level 10 pts.</i> <i>Regional Level 5 pts.</i> <i>Provincial Level 3 pts.</i> <i>District Level 1 pt.</i> 3. Coordinator of Boy Scout or Girl Scout activities: <i>National Level 10 pts.</i> <i>Regional Level 5 pts.</i> <i>Provincial Level 3 pts.</i> <i>District Level 1 pt.</i>	➤ Certificate of Recognition signed by the superintendent; or ➤ Certification signed by the superintendent	10 points
H. Authorship (10 points for a book and 1 point for each article provided they are on education) <i>Sole Authorship 10 pts.</i> <i>Co – authorship 5 pts.</i> <i>Article 1 pt. per article</i>	➤ Original copy of the book or article bearing the name of the candidate	10 points

***Referring to the signature of the SDS or his/her representative – Optional (submission) but will be required at the next wave of ranking for Master Teacher positions**