



Republic of the Philippines
 Department of Education
 Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
 Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 159, s. 2019

To: **PUBLIC SECONDARY SCHOOL HEADS
 PUBLIC SECONDARY SCHOOL TEACHERS**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
 OIC-Schools Division Superintendent

Subject: Ranking for Master Teacher I position in Junior High School (JHS)

Date: July 18, 2019

1. This Office announces the ranking of qualified applicants for Master Teacher I (Junior High School), this Division, for the following subject areas, on the respective schedule:

SUBJECT AREA	ASSIGNED SCHEDULE	VENUE
English	August 1, 2019 (AM)	LRMDS Room (LR), Zone 3, Poblacion, El Salvador City
Filipino	August 2, 2019 (PM)	
MAPEH	August 5, 2019 (PM)	
Math	August 12, 2019 (PM)	
Science	August 15, 2019 (AM)	
Social Studies	August 15, 2019 (PM)	
TLE	August 16, 2019 (AM)	

2. In compliance with unnumbered memorandum by Undersecretary Rizalino D. Rivera, dated September 10, 2014, this Division will follow MECS Order No. 10, s. 1979 and DECS Order No. 57, s. 1997 in the ranking of Master Teacher positions.
3. Below is a summary of the Duties and Responsibilities of a Master Teacher (*per MECS Order 10, S. 1979*):
 - ✓ Shall have regular teaching loads
 - ✓ Assist other teachers in the school or division towards improving their competencies
 - ✓ Take leadership in the preparation of instructional and other materials
 - ✓ Perform such other functions commensurate with their capabilities as the principal may assign
 - ✓ May be required as demonstration teachers or teacher-consultants in other schools in the division
4. All interested applicants are required to bring the original copies of their documents during the deliberation and interview at the LRMDS Room (LR), as scheduled.

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6. The Personnel Selection Board (PSB) is composed of the following:

Chairman: **Aliena S. Dajay, Ph.D., CESE**
OIC-Assistant Schools Division Superintendent

Members: **Rolly B. Labis, Ph.D.**
SGOD, Chief Education Program Supervisor

Jeffrey M. Martinez
Administrative Officer V

Rebecca B. Namoc
Principal I, DAPSHI Representative

Pureza B. Oco
Master Teacher I, EDTEA Representative

Secretariat: **Anna Mae M. Atillo**
Administrative Officer IV

7. Immediate dissemination of the Memorandum to all concerned is enjoined.

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(ANNEX A)

PRESCRIBED QUALIFICATIONS FOR MASTER TEACHER POSITIONS
(per DepED Order No. 57, s. 1997)

POSITION	CURRENT POSITION	EDUCATION	EXPERIENCE	ADDITIONAL REQUIREMENT
Master Teacher I	Permanent Teacher	Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers ¹	At least 3 years teaching experience	A) At least 25 points in leadership, potential and accomplishments ² OR B) Has been a demonstration teacher on the school/district level plus 15 points in leadership and potential
			Performance Rating must be at least Very Satisfactory (3.500-4.499)	
Master Teacher II	Master Teacher I	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	A) At least 30 points in leadership, potential and accomplishments ² OR B) Has been a demonstration teacher on the division level plus 20 points in leadership and potential
			Performance Rating as Master Teacher I must be at least Very Satisfactory (3.500-4.499)	
Master Teacher III	Master Teacher II	M.A. in Education or equivalent ³	Master Teacher II for at least 1 year	At least 45 points in leadership, potential and accomplishments ²
			Performance Rating as Master Teacher II must be at least Very Satisfactory (3.500-4.499)	
Master Teacher IV	Master Teacher III	At least M.A. in Education, MAT, or M.Ed.	Master Teacher III for at least 1 year	At least 60 points in leadership, potential and accomplishments ²
			Performance Rating as Master Teacher III must be at least Outstanding (4.500-5.000)	

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(ANNEX A)

***Notes for prescribed qualifications for Master Teacher positions**

- ¹ Equivalent to Bachelor's Degree for Teachers as provided in Magna Carta for Teachers**
 - a) For teacher in the kindergarten and elementary grades, Bachelor's degree in Elementary Education (B.S.E.ED);
 - b) For teachers in the secondary schools, Bachelor's degree in Education or its equivalent with a major and a minor; or a Bachelor's degree in Arts or Science with at least eighteen (18) professional units in Education;
- ² Leadership, potential and accomplishments-** refers to items A-H (refer to the scoresheet provided)
-Any activity or accomplishment already used for an earlier promotion may not be used for the next promotion.
- ³ Equivalent of M.A. in Education as provided in DECS Order No. 57, s. 1997**
 - 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 (refer to table of credit allowances⁴)
- ⁴ Table of Credit Allowances as per MECS Order 10, s. 1979**
- to offset deficiency in educational preparation or years of service requirement for purpose of determining MA Equivalent

- a) Scholarship/ Training grants without academic credits, in educational fields:

DURATION OF SCHOLARSHIP/TRAINING	EQUIVALENT UNITS
1 year	5
10 months	3
6-9 months	2
2-5 months	1
1 month and below	0.5

- b) Awards/commendations (for excellence in any aspect or education) given by DepED (formerly known as MECS/DECS) Officials:

TYPE OF AWARD RECEIVED	EQUIVALENT UNITS
National Award	5
Regional Award	4
Division Award	2
School/District Award	1

- c) Official educational travel outside the country:

DURATION OF EDUCATIONAL TRAVEL	EQUIVALENT UNITS
At least 1 week	1 unit per travel
2 weeks or more	2 units per travel

- d) In-Service Training, seminars, workshops:

TYPE OF TRAINING/SEMINAR/WORKSHOP	EQUIVALENT UNITS
Seminars on relevant subject areas	1 unit for every 15 hours *will credit 8 hours per day
Workshop on relevant subject areas	
Work Conference on relevant subject areas	

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(ANNEX B)

PRESCRIBED SCORE SHEET FOR MASTER TEACHER POSITIONS
CREDIT POINTS FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS
(per DepED Order No. 57, s. 1997)

CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) point)	POINTS	
		Maximum	Earned
A. Introduced any of the following which has been adopted or used by the school, district or division (20 points for either of the following)		20	
A.a. Curriculum or instructional materials	<input type="checkbox"/> Copy of materials prepared and introduced <input type="checkbox"/> Certification signed by School Head or Education Program Supervisor of the subject area, that such candidate prepared the materials and utilized by the teachers		
A.b. Effective teaching techniques or strategies	<input type="checkbox"/> Copy of proof of teaching technique or strategy introduced <input type="checkbox"/> Certification signed by School Head or Education Program Supervisor of the subject area, that such candidate introduced a teaching technique/strategy and was adopted by the teachers in the school/division		
A.c. Simplification of Work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction	<input type="checkbox"/> Work Plan for the innovation for simplification of work (system or procedure) introduced by applicant, duly approved by School Head/ SDS <input type="checkbox"/> Certification that simplification of work introduced by applicant is adopted in the School/ Division, duly attested by School Head or SDS <input type="checkbox"/> Accomplishment Report for the innovation introduced		
A.d. A worthwhile Income Generating Project (IGP) for learners, given recognition by higher officials in the division	<input type="checkbox"/> IGP proposal approved by School Head/ SDS <input type="checkbox"/> Certification that applicant is a proponent of the IGP for 2 consecutive School Years, duly attested by School Head or SDS <input type="checkbox"/> Accomplishment Report <input type="checkbox"/> Financial Statement		

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<i>B. Served as either of the following</i>		12
B.a. Subject Coordinator (<i>for at least 1 year</i>)	<input type="checkbox"/> Certification by School Head that applicant has been a secondary school subject coordinator (stating inclusive date of service), duly attested by School Head Education Program Supervisor of the subject area <input type="checkbox"/> Report of accomplishment as subject coordinator, duly attested by School Head or Education Program Supervisor of the subject area <input type="checkbox"/> List of Teachers managed	
B.b. Grade Chairperson (<i>for at least 1 year</i>)	<input type="checkbox"/> Certification by School Head that applicant has been a secondary school grade/year level coordinator (stating inclusive date of service), duly attested by School Head <input type="checkbox"/> Report of accomplishment as grade/year level coordinator, duly attested by School Head <input type="checkbox"/> List of teachers managed	
B.c. Adviser of School Publication (<i>for at least 2 years</i>)	<input type="checkbox"/> Certification that applicant is a school paper adviser signed by the School Head stating inclusive date of service <input type="checkbox"/> Accomplishment Report as Adviser of School Publication <input type="checkbox"/> List of Advisees/ Members of the team for School Publication	
B.d. Adviser of any special school organization (<i>for at least 2 years</i>)	<input type="checkbox"/> Certification that applicant is an adviser of a special organization of the school, stating inclusive date of service, signed by School Head <input type="checkbox"/> Accomplishment Report as adviser of a special organization in the school <input type="checkbox"/> List of Members/Officers of the special organization	
<i>C. Served as Chairperson or member of either of the following committee</i>		12
C.a. Committee to Prepare Instructional Materials	<input type="checkbox"/> Certification as Chairperson, stating inclusive date of service, signed by School Head or Education Program Supervisor <input type="checkbox"/> Accomplishment Report as Chairperson of the Committee <input type="checkbox"/> Sample copy of Instructional Materials prepared (must be related to the certification issued)	

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C.b. Committee to prepare school program	<input type="checkbox"/> Certification as Chairperson, stating inclusive date of service, signed by School Head or Education Program Supervisor <input type="checkbox"/> Accomplishment Report as Chairperson of the Committee <input type="checkbox"/> Sample copy of approved School program prepared	
<i>D. Initiated or headed an Educational Research Activity duly approved by educational authorities, either for improvement of instruction, for common development or teacher welfare</i>		12
D.a. Chairperson	<input type="checkbox"/> Copy of Research proposal duly approved by the Division Office	12
D.b. Participated as Member	<input type="checkbox"/> Copy of the complete research work (findings and recommended intervention in the school/division) <input type="checkbox"/> Certification that Research Activity conducted is helpful in the improvement of instruction, common development or teacher welfare in the School/ Division, attested by School Head or Education Program Supervisor/ Division Research Coordinator	7
<i>E. Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity for at least 2 years</i>		12
<i>*Note: Community projects are accomplished for the benefit of the community (purok, barangay or town and not for the school)</i>		
E.a. Chairperson	<input type="checkbox"/> Certification as coordinator of a community project, indicating inclusive years, signed by the head of agency and attested by School Head	12
E.b. Participated as member	<input type="checkbox"/> Report of Accomplishments attested by head of agency and School Head <input type="checkbox"/> Attendance Sheet indicating the Names (w/ affixed signature) of Officials/ participants involved in the community project OR List of Officials/ participants	7

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	involved in the community project, attested by Head of Agency		
F. Organized/ managed an in-service activity or other similar activities at least on the school level		12	
F.a. Organized/Managed an In-Service Activity Per MECS Order 4, s. 1987, teachers who have had specialized training as trainers and upon return from the training, initiated or managed in-service training sessions for other teachers even on school level only may be given corresponding credits. <i>*Note: Boy and Girl Scout Training program are not credited</i>	<input type="checkbox"/> Certificate of attendance to a seminar or training prior to the school/ division seminar conducted by DepED only (if not conducted by DepED, submit authority to attend) <input type="checkbox"/> Certification for organizing an in-service training, attested by School Head/ SDS <input type="checkbox"/> Accomplishment Report <input type="checkbox"/> Attendance of Participants		
F.b. Self-Initiated Training	<input type="checkbox"/> Training Design approved by the School Head/SDS <input type="checkbox"/> Certification for organizing an in-service training, attested by School Head/ SDS <input type="checkbox"/> Accomplishment Report <input type="checkbox"/> Attendance of Participants		
G. Credited with meritorious achievements in either of the following (present only the set of documents which may merit the highest score)		10	
G.a. Trainor of or coach to contestants who received prizes, commendations or any form of recognition			
G.a.1. National Winner	<input type="checkbox"/> Designation as coach/ trainor <input type="checkbox"/> Copy of awards or proof of awards received by contestant <p style="text-align: center;">OR</p> <input type="checkbox"/> Certification as trainor with name of contestant, level of contest, date, venue and prize received, whether 1 st , 2 nd or 3 rd signed by Division authority/ies concerned (e.g. for Journalism c/o English and/or Filipino Supervisor)	10	
G.a.2. Regional Winner		5	
G.a.3. Division Winner		3	

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G.b. Athletic coach of athlete or teams who won prizes as follows			
G.b.1. National Level	<input type="checkbox"/> Copy of award received by the candidate/applicant	10	
G.b.2. Regional Level		5	
G.b.3. Provincial/ Division Level	OR	3	
G.b.4. District Level	<input type="checkbox"/> Certification signed by proper official/s (District/ Division/ Region/ National)	1	
G.c. Coordinator of Boy or Girl Scout activities			
<i>Note: Certificates of appreciation or recognition for service of short duration such as those received for services rendered in special events/ in service training program are NOT credited. All awards in scouting are NOT credited but may serve as documents to support accomplishments as School/Division Boy/Girl Scout Coordinator.</i>			
G.c.1. National Level	<input type="checkbox"/> Designation as Coordinator of a Boy/ Girl Scout activity	10	
G.c.2. Regional Level		5	
G.c.3. Provincial/ Division Level	<input type="checkbox"/> Copy of Matrix of activities duly signed by proper authorities	3	
G.c.4. District Level		1	
		<input type="checkbox"/> Report of Accomplishment	
H. Authorship		10	
H.a. Sole authorship of a book	<input type="checkbox"/> Certification that the candidate wrote the book. <input type="checkbox"/> Copy of book/magazine/newspaper where the article appeared <input type="checkbox"/> Copy of the Certificate of Copyright Registration (applicable for book only)	10	
H.b. Co-authorship of a book		5	
H.c. Article on education (1 per article)		1	
TOTAL SCORE FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS			
Demonstration Teacher (MT-I: at least School Level; MT-II: at least Division Level)			
<i>To add in case Total Score did not meet the minimum points required (as per QS) from LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS</i>			
3 or more	<input type="checkbox"/> Certificate of Recognition OR Certificate as demonstration teacher stating the date and corroborated by at least 5 teachers <input type="checkbox"/> Copy of the lesson plan duly attested <input type="checkbox"/> Copy of Program of Activities when the demonstration teaching was conducted, duly attested	10	
2 demonstration lessons		7	
1 demonstration lesson		4	
GRAND TOTAL/ FINAL SCORE			

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