



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. 168, s. 2019

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

From: **JESNAR DEMIS S. TORRES, Ph.D., CESE**
 N OIC-Schools Division Superintendent ✓
 7/31

Subject: Corrigendum to Division Memorandum 159, s. 2019

Date: July 30, 2019

- The field is hereby informed that the following schedule for the ranking for reclassification to Master Teacher I/ II/III position shall be followed instead:

LEVEL	ASSIGNED SCHEDULE	VENUE
Elementary	August 1, 2019, 8:00 AM	LRMDS Room (LR), Zone 3, Poblacion, El Salvador City
Secondary	August 2, 2019, 8:00 AM	

- 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.
- 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
- 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. Refer to the attached revised Prescribed Score Sheet for Master Teacher Positions for the documentary requirements.

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5. The Personnel Selection Board (PSB) shall be composed of the following:

ELEMENTARY

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

Lina C. Bejiga, Ph.D.
Principal II, DEPSAA Representative

Pureza B. Oco
Master Teacher I, EDTEA Representative

Helen E. Maasin
Education Program Supervisor NEU-SDO Representative

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

SECONDARY

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

Cherryl Sabaldana
Master Teacher II, EDTEA Representative

Secretariat: **Felanie Marie A. Lim**
Administrative Officer II

6. Immediate dissemination of this Memorandum to all concerned is enjoined.

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(ANNEX A)

PRESCRIBED QUALIFICATIONS FOR MASTER TEACHER POSITIONS
(per DECS 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)- REVISED

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

CRITERIA	DOCUMENTS VALIDATED <i>(points assigned according to rubrics developed)</i>	POINTS	
		Maximum	Earned
A. <i>Introduced any of the following which has been adopted or used by the school, district or division (20 points for either of the following)</i>		Division-20 School-10	
A.a. Curriculum or instructional materials	<input type="checkbox"/> Concept Paper/proposal (must include title, rationale, objectives, timeframe, target participants, management, implementation plan) duly approved by the School Head or Division Office c/o SDS <input type="checkbox"/> Copy of instructional materials prepared and introduced (must be aligned with the Concept Paper- output) <input type="checkbox"/> Certification signed by School Head or Division Office c/o SDS, that such candidate prepared/introduced the instructional materials and utilized by the teachers		
A.b. Effective teaching techniques or strategies	<input type="checkbox"/> Concept Paper/proposal (must include title, rationale, objectives, timeframe, target participants, management, implementation plan) duly approved by the School Head or Division Office c/o SDS <input type="checkbox"/> Certificate of Recognition OR Certification signed by School head or Division Office c/o SDS, that such candidate introduced a teaching technique/strategy and was adopted by the teachers in the division		
A.c. Simplification of Work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction	<input type="checkbox"/> Concept Paper/proposal (must include title, rationale, objectives, timeframe, target participants, management, implementation plan) duly approved by the School Head or Division Office c/o SDS <input type="checkbox"/> Accomplishment Report for the innovation introduced <input type="checkbox"/> Certification that simplification of work introduced by applicant is adopted in the School or Division, duly attested by School Head or SDS		
A.d. A worthwhile Income Generating Project (IGP) for learners, given recognition by higher officials in the division (fund-raising from money	<input type="checkbox"/> Concept Paper/proposal (must include title, rationale, objectives, timeframe, target participants, management, implementation plan) duly approved by the School Head or Division Office c/o SDS		

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contests are not considered)	<input type="checkbox"/> Certification that applicant is a proponent of the IGP for at least one (1) School Year, duly attested by School Head or SDS <input type="checkbox"/> Accomplishment Report <input type="checkbox"/> Financial Statement (indicate detailed information where the proceeds were used) w/ corresponding Official Receipts or Acknowledgement Receipt	
B. Served as either of the following		12
B.a. Subject/ Program Coordinator (for at least 1 year)	<input type="checkbox"/> Designation as Subject or Program Coordinator, signed by School Head <input type="checkbox"/> List of Teachers managed or List of Committee Members, attested by School Head <input type="checkbox"/> Action plan, duly approved by School Head <input type="checkbox"/> Report of accomplishment as subject coordinator, duly attested by School Head, with pictures <input type="checkbox"/> Certificate of Recognition OR Certification by School Head that applicant has been a subject/program coordinator (stating inclusive date of service), duly attested by School Head	
B.b. Grade Chairperson (for at least 1 year)	<input type="checkbox"/> Designation as Grade Chairperson, signed by School Head <input type="checkbox"/> List of teachers managed or List of Committee Members, attested by School Head <input type="checkbox"/> Action plan, duly approved by School Head <input type="checkbox"/> Report of accomplishment as grade/year level coordinator, duly attested by School Head, with pictures <input type="checkbox"/> Certificate of Recognition OR 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	
B.c. Adviser of School Publication (for at least 1 year)	<input type="checkbox"/> Designation as Adviser of School Publication, signed by School Head <input type="checkbox"/> List of Advisees/ Members of the team for School Publication, attested by School Head <input type="checkbox"/> Action plan, duly approved by School Head <input type="checkbox"/> Accomplishment Report as Adviser of School Publication, with sample copy of School Paper (wherein name of applicant is indicated as School Paper Adviser) <input type="checkbox"/> Certificate of Recognition OR Certification that applicant is a school paper adviser signed by the School Head stating inclusive date of service	

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<p>B.d. Adviser of any special school organization (<i>for at least 1 year</i>); <i>Religious Organizations are not credited</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Designation as adviser of school organization, signed by School Head <input type="checkbox"/> List of Members/Officers of the special organization, attested by School Head <input type="checkbox"/> Action Plan, duly approved by School Head <input type="checkbox"/> Accomplishment Report as adviser of a special organization in the school, with pictures <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 	
<p>C. <i>Served as Chairperson or member of either of the following committee</i></p>	<p>Chairperson: 12 Member: 7</p>	
<p>C.a. Committee to Prepare Instructional Materials</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Designation as Chairperson or member of the special committee, signed by School Head or SDS <input type="checkbox"/> Action Plan, duly approved by School Head or SDS <input type="checkbox"/> Accomplishment Report as Chairperson or Member of the Committee, with pictures <input type="checkbox"/> Sample copy of Instructional Materials prepared (must be related to the certification issued) <input type="checkbox"/> Certification as Chairperson or Member, stating inclusive date of service, signed by School Head or SDS 	
<p>C.b. Committee to prepare school program ;</p> <p><i>Note: Will not credit school programs like Nutrition Month celebration, Buwan ng Wika and the like</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Designation as Chairperson or member of the special committee, signed by School Head <input type="checkbox"/> Action Plan, duly approved by School Head <input type="checkbox"/> Certification as Chairperson or member, stating inclusive date of service, signed by School Head <input type="checkbox"/> Accomplishment Report as Chairperson or member of the Committee, with pictures <input type="checkbox"/> Sample copy of approved School program prepared, signed by School Head 	

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D. <i>Initiated or headed an Educational Research Activity duly approved by educational authorities, either for improvement of instruction, for common development or teacher welfare</i> <i>*Note: Thesis from Graduate and Post-graduate studies shall not be considered.</i>		Chairperson: 12 Member: 7	
D.a. Chairperson	<input type="checkbox"/> Action Plan, duly approved by SDS <input type="checkbox"/> Copy of Research proposal duly approved by the Division Office <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 SDS	12	
D.b. Participated as Member		7	

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<p>E. <i>Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity for at least 1 year</i></p> <p><i>*Note: Community projects (excluding religious activities) are accomplished for the benefit of the community (purok, barangay or town). Projects/ activities which benefit the school shall NOT be credited; Service rendered for Elections shall not be credited.</i></p> <p><i>Head of Agency may refer to Brgy. Captain or City Mayor</i></p>	<p>Chairperson: 12 Member: 7</p>	
<p>E.a. Chairperson</p> <p>E.b. Participated as member</p>	<p><input type="checkbox"/> Designation or Letter from head of agency</p> <p><input type="checkbox"/> Report of Accomplishments attested by head of agency or organization, with pictures</p> <p><input type="checkbox"/> Certification as chairman or member of a community project, indicating inclusive years, signed by the head of agency or organization</p> <p><input type="checkbox"/> Attendance Sheet indicating the Names (w/ affixed signature) of Officials/ participants involved in the community project OR List of Officials/ participants involved in the community project, attested by Head of Agency or Organization</p> <p><input type="checkbox"/> Certificate of Recognition or Appreciation, attesting that the community benefit from the project, signed by Head of Agency or Organization</p>	<p>12</p> <p>7</p>
<p>F. <i>Organized/ managed an in-service activity or other similar activities at least on the school level</i></p> <p><i>*Note: Participants of training/activity must be teachers.</i></p>	<p>Chairperson: 12 Member: 7</p>	
<p>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.</p>	<p><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)</p> <p><input type="checkbox"/> Designation as Chairperson, signed by School Head or SDS</p> <p><input type="checkbox"/> Action Plan, duly approved by School Head or SDS</p> <p><input type="checkbox"/> Certificate of Recognition or Certification for organizing/ managing an in-service training, attested by School Head or SDS</p>	

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	<input type="checkbox"/> Accomplishment Report, with pictures <input type="checkbox"/> Attendance of Participants		
F.b. Self-Initiated Training	<input type="checkbox"/> Request to conduct training, approved by School Head or SDS <input type="checkbox"/> Action Plan, duly approved by School Head or SDS <input type="checkbox"/> Training Design approved by the School Head or SDS <input type="checkbox"/> Certification for organizing a self-initiated training, attested by the School Head or SDS <input type="checkbox"/> Accomplishment Report, with pictures <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/ trainer <input type="checkbox"/> Copy of awards or proof of awards received by contestant (e.g. Regional Memorandum) OR <input type="checkbox"/> Certification as trainer 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	
G.b. Coach of a sports event who won prizes as follows			
G.b.1. National Level	<input type="checkbox"/> Designation as coach/ trainer <input type="checkbox"/> Copy of awards or proof of awards received by contestant (e.g. Regional Memorandum) OR <input type="checkbox"/> Certification as coach/trainer with name of contestant, level of contest, date, venue and prize received, whether 1 st , 2 nd or 3 rd signed by signed by proper official/s (District/ Division/ Region/ National)	10	
G.b.2. Regional Level		5	
G.b.3. Provincial/ Division Level		3	
G.b.4. School/ District Level		1	
G.c. Coordinator of Boy or Girl Scout activities			

Copies Furnished to: *Note: Certificates of appreciation or recognition for service of short duration such as those received for services Person Concerned rendered in special events/ in service training program are NOT credited. All awards in scouting are NOT Records Section. Memo entered but may serve as documents to support accomplishments as School/Division Boy/Girl Scout Coordinator.*
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G.c.1. National Level	<input type="checkbox"/> Designation as Coordinator of a Boy/ Girl Scout activity, signed by School Head <input type="checkbox"/> Copy of Matrix of activities duly signed by proper authorities <input type="checkbox"/> Report of Accomplishment, with pictures	10	
G.c.2. Regional Level		5	
G.c.3. Provincial/ Council-Wide/ Division Level		3	
G.c.4. District / School Level		1	
H. Authorship		10	
<i>*Thesis or Dissertation shall not be credited.</i>			
H.a. Sole authorship of a book	<input type="checkbox"/> Copy of book/magazine/newspaper where the article appeared	10	
H.b. Co-authorship of a book		5	
H.c. Article on education (1 per article, maximum of 4 articles only)		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			

Rubrics: Point System as to completion of documents presented

CATEGORY	COMPLETE DOCUMENTS	LACKS 1 DOCUMENT	LACKS 2 OR MORE DOCUMENTS	NO DOCUMENT PRESENTED
DIVISION	20	15	12	0
SCHOOL	10	8	6	0
CHAIRPERSON	12	10	8	0
MEMBER	7	5	3	0

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