



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

03 Sep 2021

DIVISION MEMORANDUM
No. 334, s. 2021

**SPECIAL RANKING OF HEAD TEACHERS/ SCHOOL-IN-CHARGE FOR
RECLASSIFICATION TO MASTER TEACHER POSITION**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office invites all Head Teachers or designated School-In-Charge for a special ranking for reclassification to Master teacher position. Submission of application w/ complete documentary requirements must be made on or before **September 15, 2021, 5:00PM.**
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 (MT) positions. Division Memoranda issued by this Division relative to ranking for MT positions shall serve as supplemental reference for the qualification and documentary requirements.
3. The following qualification standards shall be considered:

CURRENT POSITION	EDUCATION	EXPERIENCE	ADDITIONAL REQUIREMENT
Permanent Teacher	Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers plus 18 MA units	At least 3 years teaching experience Performance Rating must be at least Very Satisfactory (3.500- 4.499)	1. At least 25 points in leadership, potential and accomplishments and 2. Has been a demonstration teacher



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Exhibited Required Competencies

1. Content Knowledge and Pedagogy (PPST Domain 1)

- 1.1 Modelled effective applications of content knowledge within and across curriculum teaching areas. *(PPST Indicator 1.1.3)*
- 1.2 Promoted effective strategies in the positive use of ICT to facilitate the teaching and learning process. *(PPST Indicator 1.3.3)*
- 1.3 Developed and applied effective teaching strategies to promote critical and creative thinking, as well as other higher-order thinking skills. *(PPST Indicator 1.5.3)*

2. Diversity of Learners & Assessment and Reporting (PPST Domain 2 and Domain 5)

- 2.1 Exhibited a learner-centered culture that promotes success by using effective teaching strategies that respond to their linguistic, cultural, socioeconomic and religious backgrounds. *(PPST Indicator 3.2.3)*
- 2.2 Evaluated with colleagues teaching strategies that are responsive to the special educational needs of learners in difficult circumstances, including: geographic isolation; chronic illness; displacement due to armed conflict, urban resettlement or disasters; child abuse and child labor practices. *(PPST Indicator 3.4.3)*
- 2.3 Used effective strategies for providing timely, accurate and constructive feedback to encourage learners to reflect on and improve their own learning. *(PPST Indicator 5.3.3)*

3. Curriculum and Planning (PPST Domain 4)

- 3.1 Advised and guided colleagues in the selection, organization, development and use of appropriate teaching and learning resources, including ICT, to address specific learning goals. *(PPST Indicator 4.5.3)*
- 3.2 Modelled to colleagues the setting of achievable and challenging learning outcomes that are aligned with learning competencies to cultivate a culture of excellence for all learners. *(PPST Indicator 4.2.3)*

4. Community Linkages and Professional Engagement & Personal Growth and Professional Development (PPST Domain 4)

- 4.1 Guided colleagues to strengthen relationships with parents/ guardians and the wider school community to maximize their involvement in the educative process. *(PPST Indicator 6.2.3)*
- 4.2 Contributed actively to professional networks within and between schools to improve knowledge and to enhance practice. *(PPST Indicator 7.3.3)*
- 4.3 Initiated professional reflections and promote learning opportunities with colleagues to improve practice. *(PPST Indicator 7.4.3)*



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4. Below is a summary of the Duties and Responsibilities of a Master Teacher:

- ✓ 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

5. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file (*following the same order as enumerated below*). Filename of which shall be RECLASS-MTCHR_Full Name (e.g. RECLASS-MTCHR1_Juana D. Cruz). The PDF file must be sent to recruitment.elsalvadorcity@deped.gov.ph on or before the deadline.

- a. Personal Data Sheet (w/ work experience sheet)
- b. Copy of proof of eligibility (e.g. valid PRC License or Certificate of Good Standing) certified by Professional Regulation Commission (PRC)
- c. Copy of Transcript of Records (TOR) certified by the university/school
- d. Updated Service Record / Certificate of Employment
- e. Performance Rating for the last 3 rating periods
- f. Certificates of trainings relevant to the specialization
- g. Other supporting documents as enumerated in Annex A
- h. Omnibus certification of authenticity and veracity of all documents submitted

6. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: www.depedelsalvadorcity.net (Just click: Career Opportunities → Selection Line-Up), will undergo the interview and deliberation, tentatively scheduled on *October 1, 2021*.

7. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon, Jr.	Ninian A. Alcasid



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Members	Rolly B. Labis	Karen Rose A. Serrania
	Jeffrey M. Martinez	Stephanie P. Saligumba
	Anna Mae M. Atillo	Rosa Maria M. Rebusto
	Pureza B. Oco	Jovel C. Labis
Secretariat	Randy Rhys U. Capistrano	Felanie Marie A. Lim

8. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
September 07, 2021 (AM)	HRMPSB Meeting	HRMPSB
September 07, 2021 (PM)	Orientation of Applicants	Applicants and HRMPSB
September 08-15, 2021	Submission of Application Documents	Applicants and HRMPSB Secretariat
September 16-17, 2021	Initial Evaluation	HRMO
	Background Investigation	HRMPSB Secretariat
September 21, 2021 (PM)	HRMPSB Deliberation	Applicants and HRMPSB
September 22, 2021	Submission of Comparative Assessment Report w/ attachments	Personnel Unit

9. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

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

OLGA C. ALONSABE

Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

HIRING RECRUITMENT SELECTION



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