



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

15 Sep 2021

DIVISION MEMORANDUM
No. 357, s. 2021

**ADDENDUM TO DIVISION MEMORANDUM 334, S. 2021 RE: 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 would like to remind applicants on the deadline for submission of application documents for the special ranking for reclassification of Head Teachers/School-In-Charge to Master Teacher position. This Office will extend its deadline to **September 16, 2021, 12:00NN only.**
2. Enclosed is the general checklist of documents for the Master Teacher position. All other agreements made during the orientation of applicants shall be applied during the Human Resource Merit Promotion and Selection Board (HRMPSB) deliberation.
3. All are reminded that this Office adheres to the Equal Employment Opportunity Principle (EEO) 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.
4. For information, guidance and compliance.

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

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

Name of Applicant:

Present Position:

School/ Station:

Date of Last Appointment:

No. of years in service:

Basic Qualifications

Education: *(State Course/Degree here)*

Learning Area:

Demo Teaching: *(State activity/event here)*

- Certificate of Recognition OR Certificate as demonstration teacher stating the date
- Attendance of at least 5 teachers
- Copy of the lesson plan duly attested
- Copy of Program of Activities when the demonstration teaching was conducted, duly attested

Remarks:

Points Maximum	CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Points	Remarks
			Earned	
	Introduced any of the following which has been adopted or used by the school, district or division			
	A. <i>Note: Commissioned projects or outputs initiated by the Division Office (DO), Regional Office (RO) or Central Office (CO) will not be credited. Only projects initiated by the applicant shall be given corresponding points</i>			
Division-20 School-10	A.a. Curriculum or instructional materials	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		
		Copy of instructional materials prepared and introduced (must be aligned with the Concept Paper-output)		
		Certification signed by School Head or Division Office c/o SDS, that such candidate prepared/introduced the instructional materials and utilized by the teachers		
		<i>To earn points for School Level:</i> Attestation from atleast 5 co-teachers, that the Curriculum or instructional materials were used and utilized		
		<i>To earn points for Division Level:</i> Must have attestation from at least 50% of the school heads (at least 8 schools) used the said Curriculum or instructional materials		
Division-20 School-10	A.b. Effective teaching techniques or strategies	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		
		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		
		<i>To earn points for School Level:</i> Attestation from atleast 5 co-teachers, that the teaching technique or strategy were adopted and implemented		
		<i>To earn points for Division Level:</i> Must have attestation from at least 50% of the school heads (at least 8 schools) have adopted the said teaching technique or strategy		

Points Maximum	CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Points Earned	Remarks
Division-20 School-10	A.c. Simplification of Work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction	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		
		Accomplishment Report for the innovation introduced		
		Certification that simplification of work introduced by applicant is adopted in the School or Division, duly attested by School Head or SDS		
		<i>To earn points for School Level:</i> Attestation from atleast 5 co-teachers that simplification of work introduced by applicant were adopted		
		<i>To earn points for Division Level:</i> Must have attestation from at least 50% of the school heads (at least 8 schools) have adopted the said simplification of work introduced		
Division-20 School-10	A.d. A worthwhile Income Generating Project (IGP) for learners, given recognition by higher officials in the division (fund-raising from money contests are not considered)	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		
		Certification that applicant is a proponent of the IGP for at least one (1) School Year, duly attested by School Head or SDS		
		Accomplishment Report		
		Financial Statement (indicate detailed information where the proceeds were used) w/ corresponding Official Receipts or Acknowledgement Receipt		
		<i>To earn points for School Level:</i> Attestation from atleast 5 co-teachers that the applicant has indeed conducted the IGP		
		<i>To earn points for Division Level:</i> Must have attestation from at least 50% of the school heads (at least 8 schools) have adopted the said IGP		
B. Served as either of the following:				
Chairperson - 12 Member - 7	B.a. Subject/ Program Coordinator (for at least 1 year)	Designation as Subject or Program Coordinator, signed by School Head		
		List of Teachers managed or List of Committee Members, attested by School Head		
		Action plan, duly approved by School Head		
		Report of accomplishment as subject coordinator, duly attested by School Head, with pictures		
		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		
Chairperson - 12 Member - 7	B.b. Grade Chairperson (for at least 1 year)	Designation as Grade Chairperson, signed by School Head		
		List of teachers managed or List of Committee Members, attested by School Head		
		Action plan, duly approved by School Head		
		Report of accomplishment as grade/year level coordinator, duly attested by School Head, with pictures		
		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		

Points Maximum	CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Points Earned	Remarks
Chairperson - 12 Member - 7	B.c. Adviser of School Publication (for at least 1 year)	Designation as Adviser of School Publication, signed by School Head		
		List of Advisees/ Members of the team for School Publication, attested by School Head		
		Action plan, duly approved by School Head		
		Accomplishment Report as Adviser of School Publication, with sample copy of School Paper (wherein name of applicant is indicated as School Paper Adviser)		
		Certificate of Recognition OR Certification that applicant is a school paper adviser signed by the School Head stating inclusive date of service		
Chairperson - 12 Member - 7	B.d. Adviser of any special school organization (for at least 1 year); Religious Organizations are not credited	Designation as adviser of school organization, signed by School Head		
		List of Members/Officers of the special organization, attested by School Head		
		Action Plan, duly approved by School Head		
		Accomplishment Report as adviser of a special organization in the school, with pictures		
		Certification that applicant is an adviser of a special organization of the school, stating inclusive date of service, signed by School Head		
C. Served as Chairperson or member of either of the following committee:				
Chairperson - 12 Member - 7	C.a. Committee to Prepare Instructional Materials	Designation as Chairperson or member of the special committee, signed by School Head or SDS		
		Action Plan, duly approved by School Head or SDS		
		Accomplishment Report as Chairperson or Member of the Committee, with pictures		
		Sample copy of Instructional Materials prepared (must be related to the certification issued)		
		Certification as Chairperson or Member, stating inclusive date of service, signed by School Head or SDS		
Chairperson - 12 Member - 7	C.b. Committee to prepare school program ; <i>Note: Will not credit school programs like Nutrition Month celebration, Buwan ng Wika and the like</i>	Designation as Chairperson or member of the special committee, signed by School Head		
		Action Plan, duly approved by School Head		
		Certification as Chairperson or member, stating inclusive date of service, signed by School Head		
		Accomplishment Report as Chairperson or member of the Committee, with pictures		
		Sample copy of approved School program prepared, signed by School Head		

Points Maximum	CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Points Earned	Remarks
	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>*Note: Thesis from Graduate and Post-graduate studies shall not be considered.</i>			
Chairperson/ Lead Proponent - 12 Member - 7		Action Plan, duly approved by SDS		
		Copy of Research proposal duly approved by the Division Office		
		Copy of the complete research work (findings and recommended intervention in the school/division)		
		Certification that Research Activity conducted is helpful in the improvement of instruction, common development or teacher welfare in the School/ Division, attested by SDS		
		OR		
		Certification from Division Research Coordinator that applicant has conducted and completed an education research activity for the improvement of instruction, common development or teacher welfare and noted whether the applicant is the lead proponent of the research activity or not		
	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 1 year <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. Head of Agency may refer to Brgy. Captain or City Mayor</i>			
Chairperson - 12 Member - 7		Designation or Letter from head of agency		
		Report of Accomplishments attested by head of agency or organization, with pictures		
		Certification as chairman or member of a community project, indicating inclusive years, signed by the head of agency or organization		
		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		
		Certificate of Recognition or Appreciation, attesting that the community benefit from the project, signed by Head of Agency or Organization		
	F. Organized/ managed an in-service activity or other similar activities at least on the school level <i>*Note: Participants of training/ activity must be teachers</i>			
Chairperson - 12 Member - 7	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 inservice training sessions for other teachers even on school level only may be given corresponding credits.	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)		
		Designation as Chairperson, signed by School Head or SDS		
		Action Plan, duly approved by School Head or SDS		
		Certificate of Recognition or Certification for organizing/ managing an in-service training, attested by School Head or SDS		
		Accomplishment Report, with pictures		
		Attendance of Participants		
Chairperson - 12 Member - 7	F.b. Self-Initiated Training	Request to conduct training, approved by School Head or SDS		
		Action Plan, duly approved by School Head or SDS		
		Training Design approved by the School Head or SDS		
		Certification for organizing a self-initiated training, attested by the School Head or SDS		
		Accomplishment Report, with pictures		
		Attendance of Participants		

Points Maximum	CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Points Earned	Remarks
10	G. Credited with meritorious achievements in either of the following (present only the set of documents which may merit the highest score)			
	G.a Trainor of or coach to contestants who received prizes, commendations or any form of recognition			
10	G.a.1. National Winner	<ul style="list-style-type: none"> • Designation as coach/ trainer • Copy of awards or proof of awards received by contestant (e.g. Regional Memorandum) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Certification as trainer with name of contestant, level of contest, date, venue and prize received, whether 1st, 2nd or 3rd signed by Division authority/ies concerned (e.g. for Journalism c/o English and/or Filipino Supervisor) 		
5	G.a.2. Regional Winner			
3	G.a.3. Division Winner			
	G.b. Coach of a sports event who won prizes as follows			
10	G.b.1. National Level	<ul style="list-style-type: none"> • Designation as coach/ trainer • Copy of awards or proof of awards received by contestant (e.g. Regional Memorandum) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Certification as coach/trainer with name of contestant, level of contest, date, venue and prize received, whether 1st, 2nd or 3rd signed by signed by proper official/s (District/ Division/ Region/ National) 		
5	G.b.2. Regional Level			
3	G.b.3. Provincial/ Division Level			
1	G.b.4. School/ District Level			
	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>			
10	G.c.1. National Level	<ul style="list-style-type: none"> • Designation as Coordinator of a Boy/ Girl Scout activity, signed by School Head • Copy of Matrix of activities duly signed by proper authorities • Report of Accomplishment, with pictures 		
5	G.c.2. Regional Level			
3	G.c.3. Provincial/ Council-Wide/ Division Level			
1	G.c.4. District / School Level			
10	H. Authorship <i>*Thesis or Dissertation shall not be credited.</i>			
10	H.a. Sole authorship of a book	<ul style="list-style-type: none"> • Copy of book/magazine/ newspaper where the article appeared 		
5	H.b. Co-authorship of a book			
1	H.c. Article on education (1 per article, maximum of 4 articles only)			
TOTAL SCORE FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS			0	

Master Teacher I Must earn at least **25 points** to be included in the Line-up
Master Teacher II Must earn at least **30 points** to be included in the Line-up