



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

12 May 2023

DIVISION MEMORANDUM  
No. 214, s. 2023

**ANNOUNCEMENT OF CAREER OPPORTUNITY:  
ELEMENTARY AND SENIOR HIGH SCHOOL TEACHER POSITIONS**

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

1. This Office calls for the submission of Applications for teacher positions for Elementary and Senior High School Levels, until **May 26, 2023, 5:00 PM**. Below are the item numbers of vacancies:

Level	Item No.	Position	Possible Station
Senior High School	OSEC-DECSB-TCH2-660460-2017	Teacher II	Molugan NHS
Elementary	OSEC-DECSB-MTCHR2-660414-1998	Master Teacher II	Pedro Sa. Baculio ES
Elementary	OSEC-DECSB-MTCHR1-660111-2019	Master Teacher I	Hinigdaan ES
Elementary	OSEC-DECSB-TCH2-660042-2012	Teacher II	Taytay ES
Elementary	OSEC-DECSB-TCH2-664254-1998	Teacher II	Cogon ES





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2. The ranking shall abide with the following guidelines:

Item	Level	Reference
Qualification Standards	Senior High School	CSC-prescribed Qualification Standards
	Elementary	
Evaluation Criteria and Computation of Points	Senior High School	DepEd Order No. 3, s. 2016
	Elementary (Master Teacher Positions)	MEC Order No. 10, s 1979, MEC Order No. 29, s 1979, and DECS Order No. 70, s. 1988., DepEd Order No. 57, s. 1997
	Teacher II	DepEd Order No. 66, s. 2017
Procedures	All Levels	DepEd Order No. 66, s. 2017

3. The following qualification standards shall be considered:

**Required Competencies**

- a. *Technical Competencies*: Teaching Ability, Classroom Management and School Fit
- b. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
- c. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills

**Prescribed Competencies**

VACANT POSITION	QUALIFICATION STANDARDS			
	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
MASTER TEACHER II (ELEMENTARY)	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education, and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)





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VACANT POSITION		QUALIFICATION STANDARDS			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
MASTER TEACHER I (ELEMENTARY)		Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education, and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)
TEACHER II (ELEMENTARY)		Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None required	1-year relevant experience	RA 1080 (Teacher)
TEACHER II (SENIOR HIGH SCHOOL)	ACADEMIC	Bachelor's degree with a major in the relevant strand/ subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/ subject	None Required	None Required	<p>Applicants for a permanent position: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>Applicants for a contractual position: None required</p> <p>Practitioners (part-time only): None required</p>



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TEACHER II (SENIOR HIGH SCHOOL)	TVL	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC**II + TMC** I Appropriate to the specialization  * NC - National Certificate  **TMC- Trainer's Methodology Certificate	6 months of relevant teaching or 6 months of industry work experience	Applicants for a permanent position: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring  Applicants for a contractual position: None required  Practitioners (part-time only): None required
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4. 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 as follows:

VACANT POSITION	PRESCRIBED FILE NAME	SAMPLE FILE NAME
TEACHER II (SHS)	2023-SHS-TRACK-TCH2_Full Name	2023-SHS-ACAD-TCH2_Juan D. Cruz 2023-SHS-TVL-TCH2_Juan D. Cruz
MASTER TEACHER II (ELEMENTARY)	2023-ELEM-MT2A_Full Name	2023-ELEM-MT2A_Juan D. Cruz
MASTER TEACHER I (ELEMENTARY)	2023-ELEM-MT1A_Full Name	2023-ELEM-MT1A_Juan D. Cruz
TEACHER II (ELEMENTARY)	2023-ELEM-TCH2_Full Name	2023-ELEM-TCH2_Juan D. Cruz

5. The PDF file must be sent to [recruitment.elsalvadorcity@deped.gov.ph](mailto:recruitment.elsalvadorcity@deped.gov.ph) and the HARD COPY of the documents must be submitted to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent Copies shall be submitted



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in color coded, legal-sized folder indicating the prescribed filename in the built-in tab. **Order of documents (both in soft and hard copy) shall be as follows:**

- a. Letter of intent addressed to the Schools Division Superintendent;

**RANDOLPH B. TORTOLA**

**Schools Division Superintendent**

- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Photocopy of Certificate of Eligibility/Report of Rating\*
- d. Photocopy of valid and updated PRC License/ID\*;
- e. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), Diploma, including graduate/post-graduate, if applicable;
- f. Photocopy of Certificates of Training;
- g. Duly signed Service Record, Contract of Service and/or Certificate of Employment, if applicable;
- h. Photocopy of Latest Appointment, if applicable
- i. Photocopy of the Performance Rating covering performance covering one (1) year performance, if applicable;
- j. Checklist of Requirements (enclosed herewith) with Omnibus Sword Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy act of 2012), using the attached for (Annex C), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB or Screening Committee for comparative assessment reckoned from the date of last issuance of appointment, including but not limited to:
- Means of Verification (MOVs) showing Outstanding Accomplishments, Speakerships and other documents stated in DepEd Order 66, s. 2007
  - Means of Verification (MOVs) showing Outstanding Accomplishments, Speakerships and other documents stated in DepEd Order 57, s. 1997 (Attached herewith)
  - Means of Verification (MOVs) showing Application of Education;
  - Means of Verification (MOVs) showing Application of Learning and Development, and
- l. Photocopy of Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, if applicable

\* Not applicable to SHS applicants for possible appointment under provisional status



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

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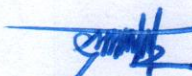
6. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) (Just click: Career Opportunities → Selection Line-Up), will further undergo the selection process.

7. This is the target/tentative schedule for the ranking:

<b>Schedule</b>	<b>Activity/Output</b>	<b>In-Charge</b>
May 11, 2023	Orientation of Applicants (online)	Applicants, Personnel Unit and HRMPSB
Until May 26, 2023, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
May 29-31, 2023	Initial Evaluation	HRMO Designate & HRMPSB Secretariat
June 1-2, 2023	Confirmation of Qualified and disqualified applicants (via text and email)	HRMO Designate & HRMPSB Secretariat
June 5, 2023	Posting of Selection Line-up	HRMO Designate
June 13 - 23, 2023	Deliberation of ETE, Interview	HRMPSB
June 28 - 30, 2023	Submission of Comparative Assessment Report w/ attachments	HRMPSB

8. 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.

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

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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

HIRING      RECRUITMENT      SELECTION



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Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

## CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

## DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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

Name of Applicant:  
 School/ Station:  
 No. of years in service:  
 Position Applied for:

Present Position:  
 Date of Last Appointment:

**Basic Qualifications** (Reference: )  
 Education: (State Course/Degree here)  
 Specialization:

- 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: \_\_\_\_\_

Research Activity:

- with attachment for Item D
- no attachment for Item D

Remarks: \_\_\_\_\_

Points Maximum	CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Points Earned	Remarks
	A.	Introduced any of the following which has been adopted or used by the school, district or division <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>		
<b>Division-20 School-10</b>	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 per appropriate level (for JHS at least 4 schools, for SHS at least 2 schools) used the said Curriculum or instructional materials)		
<b>Division-20 School-10</b>	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 per appropriate level (for JHS at least 4 schools, for SHS at least 2 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
	A.	Introduced any of the following which has been adopted or used by the school, district or division <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>		
<b>Division-20 School-10</b>	A.c.	Simplification of Work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction	<p>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</p> <p>Accomplishment Report for the innovation introduced</p> <p>Certification that simplification of work introduced by applicant is adopted in the School or Division, duly attested by School Head or SDS</p> <p><i>To earn points for School Level:</i> Attestation from atleast 5 co-teachers that simplification of work introduced by applicant were adopted</p> <p><i>To earn points for Division Level:</i> Must have attestation from at least 50% of the school heads per appropriate level (for JHS at least 4 schools, for SHS at least 2 schools) have adopted the said simplification of work introduced</p>	
<b>Division-20 School-10</b>	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)	<p>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</p> <p>Certification that applicant is a proponent of the IGP for at least one (1) School Year, duly attested by School Head or SDS</p> <p>Accomplishment Report</p> <p>Financial Statement (indicate detailed information where the proceeds were used) w/ corresponding Official Receipts or Acknowledgement Receipt</p> <p><i>To earn points for School Level:</i> Attestation from atleast 5 co-teachers that the applicant has indeed conducted the IGP</p> <p><i>To earn points for Division Level:</i> Must have attestation from at least 50% of the school heads per appropriate level (for JHS at least 4 schools, for SHS at least 2 schools) have adopted the said IGP</p>	
	B.	Served as either of the following:		
<b>Chairperson - 12 Member - 7</b>	B.a.	Subject/ Program Coordinator (for at least 1 year)	<p>Designation as Subject or Program Coordinator, signed by School Head</p> <p>List of Teachers managed or List of Committee Members, attested by School Head</p> <p>Action plan, duly approved by School Head</p> <p>Report of accomplishment as subject coordinator, duly attested by School Head, with pictures</p> <p>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</p>	
<b>Chairperson - 12 Member - 7</b>	B.b.	Grade Chairperson (for at least 1 year)	<p>Designation as Grade Chairperson, signed by School Head</p> <p>List of teachers managed or List of Committee Members, attested by School Head</p> <p>Action plan, duly approved by School Head</p> <p>Report of accomplishment as grade/year level coordinator, duly attested by School Head, with pictures</p> <p>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</p>	

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			
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			
Copy of the complete research work (findings and recommended intervention in the school/division)						

Points Maximum	CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Points Earned	Remarks
	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.</i>  <i>Head of Agency may refer to Brgy. Captain or City Mayor</i>			
<b>Chairperson - 12 Member - 7</b>		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>			
<b>Chairperson - 12 Member - 7</b>	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		
<b>Chairperson - 12 Member - 7</b>	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		
<b>10</b>	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	•Designation as coach/ trainer		
5	G.a.2. Regional Winner	• Copy of awards or proof of awards received by contestant (e.g. Regional Memorandum)		
		OR		
3	G.a.3. Division Winner	• 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)		
	G.b. Coach of a sports event who won prizes as follows			
10	G.b.1. National Level	• Designation as coach/ trainer		
5	G.b.2. Regional Level	• Copy of awards or proof of awards received by contestant (e.g. Regional Memorandum)		
3	G.b.3. Provincial/ Division Level	OR		
1	G.b.4. School/ District Level	• Certification as coach/trainer with name of contestant, level of contest, date, venue and prize received, whether 1st, 2nd or 3rd signed by proper official/s (District/ Division/ Region/ National)		

Points Maximum	CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Points Earned	Remarks
	Coordinator of Boy or Girl Scout activities G.c. <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"> <li>• Designation as Coordinator of a Boy/ Girl Scout activity, signed by School Head</li> <li>• Copy of Matrix of activities duly signed by proper authorities</li> <li>• Report of Accomplishment, with pictures</li> </ul>		
5	G.c.2. Regional Level			
3	G.c.3. Provincial/ Council-Wide/ Division Level			
1	G.c.4. District / School Level			
<b>10</b>	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"> <li>• Copy of book/magazine/ newspaper where the article appeared</li> <li>• Research journals published online will only be credited if published in websites with domain of either .edu or .org</li> <li>• Research article compiled into a book/journal will not be credited unless it has an assigned ISSN (International Standard Serial Number)</li> <li>• Research credited in this section will only be credited as an article and not as a book; Published research article shall be granted 1 point only.</li> </ul>		
5	H.b. Co-authorship of a book			
1	H.c. Article on education (1 per article, maximum of 4 articles only)			
<b>TOTAL SCORE FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS</b>			<b>0</b>	

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  
Master Teacher III Must earn at least **45 points** to be included in the Line-up

For Line-up   
Not included

Pre-evaluated by:  
Date: