



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

**OFFICE OF THE SCHOOLS
DIVISION SUPERINTENDENT**

DIVISION MEMORANDUM

No. 460, s. 2022

NOV 09 2022

SUBMISSION OF APPLICATION FOR MASTER TEACHER POSITIONS

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce to the field that this Office, through the Division Human Resource Management Office, is now accepting applications for Master Teacher Positions until November 18, 2022.

2. The minimum qualifications for the position of Master Teacher are as follows:

Master Teacher I

- Permanent teacher
- Bachelor's degree for teachers or equivalent as provided in the Magna Carta for Teachers
- At least three (3) years experience
- At least Very Satisfactory performance rating for the last two (2) years
- At least 25 points in leadership and potential or has been a demonstration teacher on the district level plus 15 points in leadership

Master Teacher II

- Master Teacher I for at least one (1) year
 - Bachelor's degree for teachers or equivalent as provided in the Magna Carta for Teachers plus completion of academic requirements for a master's degree
 - At least Very Satisfactory performance rating as Master Teacher I
 - At least 30 points in leadership, potential and achievement or has been a demonstration teacher on the division level plus 20 points in leadership and potential provided the activities or accomplishments has not been credited or used for earlier promotions.
3. Interested and qualified applicants for Elementary and Secondary Levels, regardless of age, sex, civil and economic status, religious belief or affiliation, and cultural group shall submit their applications and supporting documents to their respective **District Offices**. For the guidance of all, the documentary requirements can be found in Enclosure No. 1 of this Memorandum.
4. Additional guidelines regarding the steps involved for the Online Application Platform will be issued through a separate Memorandum.
5. Immediate dissemination of and compliance with this Memorandum are desired.

LEA C. BELLEZA Edd
OIC-Assistant Schools Division Superintendent
In-Charge of the Division





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Documents/Papers Required for Promotion to Master Teacher Position

Basic Qualification	Papers/Documents to be Submitted
Permanent Teacher	Certified Photocopy of appointment as permanent
Bachelor's Degree for Teachers or equivalent (at least CAR, MA for MT II)	Certified photocopy of transcript of records
At least "VS" performance rating for the last two (2) years	Certified Photocopy of performance rating for the last two (2) years immediately prior to the selection process
At least three (3) years teaching experience (at least 1 year as MT I for MT II candidate)	Duly signed service record
	Regular Teaching Load:
	At least 200 minutes – required for teachers including property custodian
	At least 80 minutes – required for district subject coordinator, special teachers, or teachers-in-charge of the school
	At least 15 hours a week – required for secondary school teachers

Leadership, Potentials and Accomplishment	
Introduced any of the following which has been adopted or used by the school, district, or division (20 points for either (A.1, A.2, or A.3))	
A.1 Curriculum/Instructional Materials or Teaching Technique or Strategy	<ol style="list-style-type: none"> 1. Copy of materials prepared/proof of teaching technique or strategy introduced 2. Certification signed by the PSDS/School Head that such candidate prepared the materials and utilized by the teachers 3. Certificate of Recognition signed by the Committee in the Division Office, the Supervisor of the subject area concerned and the SDS
A.2 Simplification of Work	<ol style="list-style-type: none"> 1. Certification for simplification of work duly attested by the PSDS and SDS 2. Letter of request to adopt the originally made material for simplification of work duly approved by the SDS 3. Work Plan for the implementation 4. Accomplishment Report
A.3 Income Generating Project	<ol style="list-style-type: none"> 1. Certification for being the proponent of an IGP for 2 consecutive School Years by the School/PSDS 2. Letter request to conduct an Income Generating Project (IGP) duly approved by the SDS 3. Income Generating Project proposal approved by the PSDS and the SDS 4. Accomplishment Report 5. Financial Statement





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Served as (12 points for either B.1, B.2, or B.3)	
B.1 District/Subject Coordinator for at least one (1) year	<ol style="list-style-type: none">1. Designation signed by the PSDS/School Head2. Report of accomplishment attested by the PSDS/School Head3. Certification as district/secondary school subject coordinator stating inclusive date of service signed by the PSDS/School Head
B.2 Grade Chairperson with at least six (6) members and for at least one (1) year	<ol style="list-style-type: none">1. Copy of designation signed by the PSDS/School Head2. Report of accomplishment attested by PSDS/School Head3. Certification as grade chairman stating inclusive date of service signed by the PSDS/School Head4. List of members under his/her chairmanship
B.3 As club/school paper adviser for at least two (2) years	<ol style="list-style-type: none">1. Copy of designation signed by the school head2. Report of accomplishment attested by the school head3. Certification as club/school paper adviser signed by the school head stating inclusive date of service4. List of Officers of the duly attested
Served as (12 points as Chair, 7 points as member for either C.1, C.2, or C.3)	
C1. Chair of Special Committee to Prepare Instructional Materials (such as Action Plan, Course Outline, etc.)	<ol style="list-style-type: none">1. Designation signed by school Head/PSDS or EPS2. Certification as chairman stating inclusive date of service signed by School Head/PSDS or EPS3. Accomplishment Report4. Sample/Copy of Instructional Materials prepared
C2. Chairperson to Prepare School Program (Schedule of Classes)	<ol style="list-style-type: none">1. Designation signed by school head and PSDS2. Copy of school program duly attested3. Certification as chairman signed by the School Head and PSDS
C3. Chairperson of District Testing	<ol style="list-style-type: none">1. Designation signed by the PSDS2. Copy of test prepared3. Report of findings
D. Initiated/Headed an Educational Research Activity including Action Research (12 points as Chair, 7 points as member)	<ol style="list-style-type: none">1. Copy of research proposal duly approved by the Division Office2. Copy of the complete research work duly approved by DepEd Regional Office
E. Coordinator of a Community Project or activity or of a program of another agency (for at least 2 years)	<ol style="list-style-type: none">1. Certification as coordinator of a community project indicating inclusive years signed by head of agency and attested by the PSDS or School Head2. Report of accomplishments attested by the head of agency and School Head or PSDS3. List of Officials





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<p>F.1 Organized/Managed an In-Service Activity (at least on the school level) (12 points for either F.1 or F.2)</p>	<ol style="list-style-type: none"> 1. Designation to conduct an in-service training 2. Certificate of attendance to a seminar or training prior to the school seminar conducted by DepEd only (if not conducted by DepEd, submit authority to attend) 3. Training Design/Matrix approved by the SDS 4. Accomplishment Report 5. Attendance of participants
<p>F.2 Self-initiated Training</p>	<ol style="list-style-type: none"> 1. Letter request to conduct an in-service training approved by The School Head, PSDS/EPS and SDS 2. Training Design approved by the SDS 3. Certification for organizing and managing an in-service training 4. Accomplishment Report 5. Attendance of Participants
<p>G.1 Trainor or Coach (10 points) National Winner – 10 points Regional Winner – 5 points Congressional – 3 points District Winner – 1 point</p>	<ol style="list-style-type: none"> 1. Designation as coach/trainer 2. Copy of awards or proof of awards received by contestant 3. Certification as trainor with the name of the contestant, level of contest, date, venue and prize received, whether 1st, 2nd or 3rd signed by school authorities concerned.
<p>G.2 Awards National Winner – 10 points Regional Award – 5 points Division Award – 3 points</p>	<ol style="list-style-type: none"> 1. Copy of award received by the candidate or certification signed by proper school officials
<p>G.3 Coordinator of Boy/Girl Scout activities</p>	<ol style="list-style-type: none"> 1. Designation as Coordinator of a Boy/Girl Scout activity 2. Copy of Matrix of activities duly signed by proper authorities 3. Report of Accomplishment
<p>H. Authorship 10 points for a book (sole authorship) 5 points (co-authorship) 1 point (per article) Note: Masteral Thesis not credited</p>	<ol style="list-style-type: none"> 1. Certification that the candidate wrote the book/article in a certain magazine, date of issue, page it appeared 2. Copy of the book/magazine where the article appeared 3. Copy of the Certificate of Copyright Registration
<p>H.1 Demonstration Teacher (10 points)</p>	<ol style="list-style-type: none"> 1. Certificate of Recognition or Certification as demonstration teacher stating the exact date and corroborated by at least 5 of the teacher observers. 2. Copy of the lesson plan used duly attested 3. Copy of Program of Activities when the demonstration teaching was conducted duly attested

