



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 012, s. 2022

**SELECTION AND RECRUITMENT OF QUALIFIED APPLICANTS
FOR MASTER TEACHER POSITIONS**

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
All Public Elementary & Secondary School Principals/OICs
Administrative Officer V
All others concerned

1. This Office announces the conduct of the selection and recruitment of qualified applicants for Master Teacher positions.
2. Entry Requirements:

Position Title	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
Master Teacher I (Elem.) 7 Items	18	Bachelor's Degree in Elementary Education or Bachelor's degree plus 18 units in education and 18 units for Master's Degree in Education or its equivalent	1. Three years permanent Teacher 2. Has at least Very Satisfactory ratings for the last 3 years 3. 2-3 teaching load per week 4. Has 1 Division/ Regional/ National or 3 School Demonstration Teaching/s not used in the latest promotion	None required	R.A. 1080 (PBET/ LET)





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Position Title	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
Master Teacher II (Elem.) 2 Items	19	Bachelor's Degree in Elementary Education or Bachelor's degree plus 18 units in education; and 24 units in Master's Degree in Education or its equivalent	1 year as Master Teacher I - Has at least Very Satisfactory ratings for the last 3 years - Has full teaching load in the SY of application - Has 1 Division/ Regional/ National or 3 School Demonstration Teaching/s not used in the latest promotion	4 hours of relevant training	R.A. 1080 (PBET/ LET)
Master Teacher I (MNHS) 2 Items	18	Bachelor's Degree in Secondary Education or Bachelor's degree plus 18 units in education with appropriate major and 18 units for Master's Degree in Education or its equivalent	- Three years permanent Teacher - Has at least Very Satisfactory ratings for the last 3 years 2-3 teaching load per week - Has 1 Division/ Regional/ National or 3 School Demonstration Teaching/s not used in the latest promotion	None required	R.A. 1080 (PBET/ LET)





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3. Interested applicants must submit the following credentials which should be stamped with “certified true copy” by the issuing authority on before February 11, 2022:

- Application Letter
- One (1) duly-accomplished Personal Data Sheet (Revised 2017 Form) and Work Experience Sheet
- Performance Rating: IPCRF for the last three (3) rating periods immediately preceding the date of application
- Employment Record: Updated Service Record
- School Form 7 (School Personnel Assignment List and Basic Profile) or Class Program signed by School Head
- Tertiary Education or Post Graduate Studies: Transcript of Records
- Authenticated PRC ID or License & Authenticated LET Rating/Board Certificate
- Authenticated CSC Eligibility (Professional)
- Certificates of seminars and trainings related/relevant to the position applied for, with at least three (3) days duration. Certificates considered during the last promotion should no longer be submitted
- Certificates of Specialized Training/ Scholarship Programs/ Short Courses/ Study Grants relevant to the position applied for
- Proof/s of Exemplary Performance or Outstanding Accomplishment/s, if any, such as, but not limited to, duly-approved and implemented training proposal/ certificate of commendation/ appreciation/ recognition as best employee and/or for innovations initiated, and certifications of consultancy/resource speakership

The foregoing credentials must be stamped with certified true copy by the issuing authority. In the case of applicants from this Division, such credentials must be certified as true copies by the Records’ Section. Certification must be done on a per-credential basis.

4. Relative to this, as an improvement of the process, upon the submission of the documents to Ms. Villamayor, from the Personnel Section of the SDO, an immediate evaluation of the Entry Requirements will be done.

Be it noted that failure to satisfy at least one entry requirement as stated above, automatically disqualifies the applicant for the position being applied for. To conform, the applicant will sign the Preliminary Screening Slip indicating the Entry Requirements satisfied or unsatisfied. Thus, the applicant, upon submission of the documents, will be notified if s/he qualifies for the position.

The applicant can still submit the lacking documents and re-lodge his/her application until the deadline of submission. It is advised that applicants submit their documents before the due date.





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5. Applicants from previous ranking must submit their letter of intent if they wish to be included for this ranking.
6. The selection shall be based on the applicant's required qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection process on the account of gender, civil status, disability, religion, ethnicity or political affiliation.
7. Applicants will be notified through text message/call/messenger for the schedule of interview/written examination, apart from the official memo.
8. Submission of fraudulent documents to the Board will automatically disqualify an applicant, and will be dealt with administratively, including all responsible certifying personnel.
9. As part of the selection process, the Board shall conduct background investigation of the applicant. It is understood that upon submission of the intention to apply, the applicant is authorizing the Board to verify and validate the content of the submitted documents.
10. Immediate and wide dissemination of, and compliance to this Memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

References: MEC Order No. 10, s. 1979
MEC Order No. 29, s. 1979
DECS Order No. 39, s. 1990
DECS Order No. 57, s. 1997

To be indicated in the Perpetual of Index
under the following subjects:

EVALUATION
SELECTION

RECRUITMENT
HIRING

GFV/ DivMemo/ Jan. 27, 2022





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Enclosure No. 1

For the purpose of meeting the minimum qualifications **to be considered in the selection of Master Teachers**, the candidates must meet the criteria stipulated in the existing guidelines such as DECS Order No. 57, s. 1997, entitled, "**Further Implementation of the Career Progression System for Master Teachers**" and MEC Order No. 10, s. 1979, entitled, "**Rules and Regulations for the System of Career Progression for Public School Teachers**".

➤ MASTER TEACHER I

1. Three years permanent Teacher;
2. Bachelor's Degree in Elementary Education or Bachelor's degree plus 18 units in education and 18 units for Master's Degree in Education or its equivalent; Bachelor's Degree in Secondary Education or Bachelor's degree plus 18 units in education with appropriate major and 18 units for Master's Degree in Education or its equivalent;
3. Very Satisfactory performance rating for the last three (3) years; and
4. Only TIII will be given automatic appointment. TII shall be subject to CSC approval of justification considering Quantum Leap definition.

➤ MASTER TEACHER II

1. At least one (1) year as Master Teacher I;
2. Bachelor's Degree in Elementary Education or Bachelor's degree plus 18 units in education; and 24 units in Master's Degree in Education or its equivalent;
3. Four (4) hours relevant training; and
4. Very Satisfactory performance rating for the last three (3) years

Only those applicants **who obtained a total score of fifty (50) points and above** in the paper credentials shall undergo further assessment, such as written examination, interview and others.





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Enclosure No. 2

DETAILED GUIDELINES FOR PAPER ASSESSMENT

- A.** Curriculum or Instructional Materials (NOT outputs from any seminar-workshop)
(Applicants need to submit at least three requirements out of these four identified MOVs.)

Documents needed:

- The Instructional Material itself
- Certification by the subject area Education Program Supervisor and the Principal
- Proof of Validation done to the finished product
- Memo announcing the utilization of the material

- B.** Innovation/ Simplification of Work

- C.** Effective teaching techniques or strategies (demonstration teaching)

Documents needed:

(Applicants need to submit at least four requirements out of these five identified MOVs.)

- A Certificate of Appreciation on the demonstration teaching signed by the Head of Office (School Level: Principal/ Division Level: SDS/ Regional Level: Regional Director/ National Level: The Secretary/ Bureau Director)
- Lesson Plan signed by the Head of Office
- Memo announcing the conduct of the Demonstration Teaching
- TLOI/COT/Observation Tool signed by the Head of Office/concerned Education Program Supervisor
- Documentation of the actual demonstration teaching which includes Attendance Sheet, Pictures, and 1-page Narrative)

- D.** Subject coordinator/Grade Chairman for at least 1 year; or as Adviser of school publication or any special school organization and discharged such assignment satisfactorily for at least 2 years, provided such assignments or services are in addition to, and not part of the regular teaching load.
(Applicants need to submit at least three requirements out of these four identified MOVs.)





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Documents needed:

- List of activities/projects undertaken during the term signed by the Principal
- Designation Order signed by the Principal/District Supervisor stating the nature of assignment, specific date of service
- Certification of very satisfactory performance rating signed by the principal/school head
- Copy of publication, if school paper adviser

E. Served as Chairman of a Special Committee such as *school programs, curriculum study committee, committee to prepare instructional materials, committee to prepare school/ grade level class program*) and *discharged the work efficiently*

Note:

- school program refers to the program of the school such as action plan/action program towards the attainment of the educational objective of the year
- other special committees: Testing Committee, Remedial Instruction/ Reading, LIS, Brigada Eskwela, etc.

(Applicants need to submit these three identified MOVs.)

Documents needed:

- Designation Order as chairman/member of the committee signed by the official concerned
- Presentation of output signed by the Principal
- Narrative report of the activities/accomplishment including the specific dates signed by the Principal

F. Initiated or headed an educational research activity duly-approved by educational authorities for improvement

(Applicants need to submit these three identified MOVs.)

Documents needed:

- Approved research proposal/certification of approved research proposal by the Principal/Supervisor depending on the level
- Finished/accomplished, and field-tested research duly-rated and/or approved by officials concerned
- Copy of the Division Journal where the study is included

G. Organized/Managed In-Service Training or other similar activities at least on the school level

(Applicants need to submit these three identified MOVs.)



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City



(02) 805-9935, (02) 805 - 9940



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Documents needed:

- Designation Order as chairman/member of the committee signed by the Principal
 - Prepared INSET Proposal signed by the applicant and the Principal
 - Documentation inclusive of narrative, photos, attendance sheet, and sample output of the participants
- H.** Served as trainer/resource speaker/facilitator in an in-service training or similar activity, at least on the school level
(Applicants need to submit two out of these three identified MOVs.)

Documents needed:

- Program of Activities showing the training matrix
 - Certificate of Appreciation by the Principal/Division/ Regional Supervisor or higher official, depending on the level
 - Letter of Invitation
- I.** Coordinator of a community project or activity or a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc for at least two (2) years
(Applicants need to submit these three identified MOVs.)

Documents needed:

- Certification of the nominee by the immediate officer as either coordinator or member
 - Program/Schedule of Activities signed by the head of the activity
 - Description of the activity/project
- J.** A worthwhile income-generating project for pupils given recognition by higher officials in the division
(Applicants need to comply these two identified MOVs.)

Documents needed:

- Approved project proposal
 - Financial report showing income generated project duly signed by the immediate officer
- K.** Credited meritorious achievement
1. Teacher of the Year
 2. Winners up to Fifth Place are to be credited
 3. Trainer or coach of the contestants who receive prizes, commendations or any form of recognition (up to fifth place only)
 4. Athletic coach of athlete or teams who won prizes
- (Applicants need to submit two out of these three identified MOVs.)





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Documents needed:

- Designation Order/Memorandum to serve as coach/trainer, coordinator signed by official concerned
- Program/Memorandum announcing the results of contest
- Certificate of Recognition/ Appreciation as coach/trainer

5. Coordinator of Boy Scout or Girl Scout activities

(Applicants need to submit two out of these three identified MOVs.)

Documents needed:

- Certificate of Recognition/Appreciation duly signed by authorities concerned
 - Program of Activities
 - Designation as Coordinator
6. Served as Cooperating Teacher

L. Authorship: Published books/articles that are on education

(Applicants need to submit these two identified MOVs.)

Documents needed:

- The article/ book itself
- Copy of the entire book/ magazine where the Editorial Box reflects the applicant's name

