



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 06 2023

MEMORANDUM

No. 132, s. 2023

**OPEN RANKING OF APPLICANTS FOR MASTER TEACHER POSITIONS
FOR SCHOOL YEAR 2023-2024**

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. The Schools Division Office of Muntinlupa, through the Human Resource Merit Promotion Selection Board, informs the field of the acceptance of application for Master Teacher Positions.
2. It is understood that the School Level Sub-Committee, Level 2 Sub-Committee, and the Division HRMPSB shall strictly follow the procedure stipulated in DepEd Order No. 007, s. 2023, and the appreciation of documents/scoring system based in the criteria according to the MEC Order No. 10 s. 1979.
3. For purposes of meeting the minimum qualification to be considered in the selection, the candidates must meet the criteria stipulated in the existing guidelines of **MEC Order No. 10, s. 1979 entitled, "Rules and Regulation for the System of Career Progression for Public School Teachers" and 1995 Department of Education Qualification Standards Manual for Unique Positions approved on June 28, 1995 by the Civil Service Commission - NCR.** Only those applicants who meet the minimum qualification shall undergo further assessment such as an interview and competency exercises.
4. It is the policy of the Department of Education to strictly adhere to the principles of merit, competence, fitness, equal opportunity, transparency, and accountability. Consistent with this policy, SDO-Muntinlupa City applies a non-discrimination principle that allows anyone to apply for a position, irrespective of age, sexual orientation, gender identity, civil status, disability, region, ethnicity, or political beliefs.
5. It is understood that applicants for the Master Teacher position are **willing to be assigned** to any school within the Division where their services are necessary. This office shall strictly adhere to the ratio stipulated in DepEd Order No. 57, s. 1997 in regards deployment of MT's.
6. A candidate for Master Teacher position **MUST HAVE REGULAR TEACHING LOADS as per MEC Order No. 10, s. 197**



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 805-9935, (02) 805 - 9940
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7. Master Teacher shall be selected on the basis of the enclosed criteria. It is emphasized that a candidate must possess all the qualifications specified. Unless otherwise indicated, no substitution for the qualifications required shall be allowed.

CREDIT POINTS FOR LEADERSHIP, POTENTIAL, AND ACCOMPLISHMENT (CRITERIA)	MAXIMUM POINTS POSSIBLE
Introduce any of the following which has been adopted or used by the school or district <i>(20 points for any one of the items)</i> - Curriculum Instructional Materials - Effective teaching techniques or strategies - Simplification of work as reporting system, record keeping or procedures that resulted in cost reduction - A worthwhile income generating project for pupils given recognition by higher officials in the division	20
Served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any school organization like dramatic club, glee club, science club, etc., and discharged such assignment satisfactorily for at least two years provided such assignments or services are in addition to, and not considered part of the regular teaching load.	12
Served as chairman of a special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program, and discharged the work efficiently.	12
Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, for community development, or teacher welfare. <i>For participation as member of such activity (7 points)</i>	12
Coordinator of a community project or activity or of a program of another agency or coordinator of rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. for at least two years <i>For participation as member of such activity (7 points)</i>	12



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CRITERIA	MAXIMUM POINTS POSSIBLE
Organized/managed an in-service activity or other similar activities at least on the school level	12
Credited with meritorious achievements such as 1. Trainor of or coach to contestants who receive prizes, commendations, or any form of recognition National winner: 10 pts. Regional winner: 5 pts. Division winner: 3 pts. 2. Athletic coach of athletes or teams who won prizes as follows: National winner: 10 pts. Regional winner: 5 pts. Division winner: 3 pts. 3. Coordinator of Boy Scout or Girl Scout activities: National winner: 10 pts. Regional winner: 5 pts. Division winner: 3 pts.	10
Authorship (10 points for a book and 1 point for each article provided they are on education) Sole Authorship: 10 pts. Co-authorship: 5 pts. Articles: 1 point for each article provided	10
TOTAL:	100





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8. All interested qualified applicants shall submit the following required documents to the School Sub-Committee not later than **June 16, 2023, on or before 12:00 NN. No documents will be accepted after the prescribed period of submission.** As such, failure to submit on due date means a waiver of one's right to be included in the ranking.

- a. Letter of intent addressed to the **Schools Division Superintendent – Dr. Evangeline P. Ladines, CESO V** thru the **Administrative Officer IV – Ms. Angela M. Francisco.**
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/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 Rating in the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable (OHRA-OHRA);
- 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 pursuant RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and

9. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification. **No additional documents shall be accepted beyond the deadline.**

10. The Administrative Officer II/HR-in-charge must fill up the form at <https://tinyurl.com/Master-Teacher-Promotion-2023> following the hard copy of the pertinent documents to the Schools Division-Personnel not **later than June 19, 2023 on or before 5:00 PM. NO name of the applicant in the form at the given link will not be accepted for the official list.**

11. As part of the promotion process, this Office shall conduct a background investigation to verify the applicant's professional and behavioral competence in terms of work attitude, performance, and integrity (character and reputation).





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12. Immediate and wide dissemination of the Memorandum is earnestly desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Encls:

Enclosure No. 1 - CSC Minimum Qualification Standards/Basic Requirements as per MEC Order No. 10, s. 1979

Enclosure No. 2 – Checklist of Requirements with Omnibus Certification and Waiver *(to be accomplished by the applicants)*

References:

MEC Order No. 10, s. 1979

1995 Department of Education Qualification Standards Manual for Unique Positions approved on June 28, 1995

DepEd Order No. 007, s. 2023

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

EVALUATION PROMOTION SELECTION

HR-SB/ MEMO/132/ June 2, 2023

NUM-2023-132



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Enclosure No. 1

QUALIFICATION STANDARDS

LEVEL/ SCHOOL	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
ELEMENTARY	MASTER TEACHER I	OSEC-DECSB-MTCHR1- 30016-2008; 30040-2019; 30042-2019; 30046-2019; 30051-2019; 30057-2000; 30082-2008; 30088-2018; 30153-2008; 30158-2009; 31063-1998; 31107-1998; 31113-1998	13	18	Bachelor of Elementary Education (BEEd.) or Bachelor's Degree plus 18 professional units in Education; and 18 units for a Master's Degree in Education or its equivalent **(As per CSC Qualification)**	- 3 years relevant experience **(As per CSC Qualification)** - Permanent Teacher - Very Satisfactory Performance Rating for one (1) rating/year (OHRA-OHRA) - at least three (3) years experience <u>At least 25 points in leadership and potential (see attached table) or has been a demonstration teacher in the district level plus 15 points in leadership and potential</u> **(As per MEC Order No. 10 s. 1979 Criteria)**	None Required	RA 1080 (Teacher)
	MASTER TEACHER II	OSEC-DECSB-MTCHR2- 30010-2003; 30058-2000; 30062-2000; 30064-2000; 30609-1998	5	19	Bachelor of Elementary Education (BEEd.) or Bachelor's Degree plus 18 professional units in Education; and 24 units for a Master's Degree in Education or its equivalent **(As per CSC Qualification)** Bachelor's Degree for teachers or its equivalent as provided in Magna Carta, plus completion of academic requirements for M.A **(As per MEC Order No. 10 s. 1979 Criteria)**	- 1 year as MT I or 4 years as Teacher III **(As per CSC Qualification)** - Very Satisfactory Performance Rating as Master Teacher I (or ESP I) for one (1) rating/year (OHRA- OHRA) - <u>At least 30 points in leadership, potential, and achievement, or a demonstration teacher on the division level plus 20 points in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotions.</u> **(As per MEC Order No. 10 s. 1979 Criteria)**	4 hours of relevant training	RA 1080 (Teacher)

LEVEL/ SCHOOL	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
MUNTINLUPA NATIONAL HS	MASTER TEACHER I	OSEC-DECSB-MTCHR1- 31980-1998; 32166-1998	2	18	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's Degree in Education or its equivalent **(As per CSC Qualification)**	- 3 years relevant experience **(As per CSC Qualification)** - Permanent Teacher - Very Satisfactory Performance Rating for one (1) rating/year <i>(OHRA-OHRA)</i> - at least three (3) years experience At least 25 points in leadership and potential (see attached table) or has been a demonstration teacher in the district level plus 15 points in leadership and potential **(As per MEC Order No. 10 s. 1979 Criteria)**	None Required	RA 1080 (Teacher)
PEDRO E. DIAZ HS		OSEC-DECSB-MTCHR1- 30114-2009	1					

LEVEL/ SCHOOL	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
PEDRO E. DIAZ HS	MASTER TEACHER II	OSEC-DECSB-MTCHR2- 30002-2009	1	19	Bachelor of Secondary Education (BSEd) or Bachelors Degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's Degree in Education or its equivalent **(As per CSC Qualification)** Bachelor's Degree for teachers or its equivalent as provided in Magna Carta, plus completion of academic requirements for M.A **(As per MEC Order No. 10 s. 1979 Criteria)**	- 1 year as MT I or 4 years as Teacher III **(As per CSC Qualification)** - Very Satisfactory Performance Rating as Master Teacher I (or ESP I) for one (1) rating/year <i>(OHRA- OHRA)</i> <u>- At least 30 points in leadership, potential, and achievement, or a demonstration teacher on the division level plus 20 points in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotions.</u> **(As per MEC Order No. 10 s. 1979 Criteria)**	4 hours of relevant training	RA 1080 (Teacher)

Department of Education
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City of Muntinlupa

Name of Applicant: _____
Position Applied For: _____
Office: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Application Code: _____

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 to the 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 Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, 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:			
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