



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

Office of the Schools Division
Superintendent

NOV 06 2024

MEMORANDUM

No. 309, s. 2024

**RANKING OF APPLICANTS FOR MASTER TEACHER I AND II UNDER
ELEMENTARY LEVEL**

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

1. The Schools Division Office of Muntinlupa through the Human Resource Merit and Promotion Selection Board, informs the field of the acceptance of application for Ranking of Applicants for Master Teacher I and II under Elementary Level.

2. In connection with the aforementioned activity, due to newly vacated items, **qualified applicants who are part of the Comparative Assessment Result – Registry of Qualified Applicants (CAR-RQA)** under Master Teacher I and II – Elementary Level that were posted on September 12, 2023 must submit a letter of intent, for them to be included in the pool of applicants. They may submit additional documents to enhance their score, provided that the documents are dated after June 16, 2023, where was the previous deadline of submission of the application documents of the said roster.

3. All applications, including a Letter of Intent must be submitted to the School Level Committee to be stamped “Received”, not later than **November 18, 2024, 5:00 PM**. Late submission will not be accepted. The pertinent documents must be fastened **with earmarks, arranged as listed below**:

- a. Letter of intent addressed to the Assistant Schools Division Superintendent Officer-in-Charge, Office of the Schools Division Superintendent – **Dr. Violeta M. Gonzales** thru the **Administrative Officer IV – Ms. Angela M. Francisco**.
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) **notarized by authorized official** with Work Experience Sheet, if applicable. (*Can be download in this link: <https://tinyurl.com/Files-Application>*)
- c. Photocopy of valid and updated PRC License/ID, if applicable.
- d. Photocopy of Certificate of Eligibility/Rating if applicable.



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
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Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

- 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**. (Can be download in this link: <https://tinyurl.com/Files-Application> please check the Annex C)
 - k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuances of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating in Item (I) is not relevant to the position to be filled, if applicable.
 - iii. Class Program for the current school year, **indicating regular teaching loads as per MEC Order No. 10, s. 1979**
4. The Administrative Officer II/HR in charge must fill out the form at <https://tinyurl.com/MTELEM-SY2024-2025>. All applications, including a Letter of Intent must be submitted to the Division Record Unit, to be stamped "Received" not later than **November 19, 2024, 5 PM**. Late Submission will not be accepted. **No name of the applicant in the form at the given link and non-submission of pertinent documents to the Division Record Unit would mean non-inclusion in the pool of official applicants.**
5. 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.



Republic of the Philippines
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6. 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.

7. Master Teacher shall be selected on the basis of the enclosed criteria. It is stressed 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

8. 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.

9. 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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10. 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. During the recruitment, screening, selection, and appointment process, utilization of auxiliary aid services is highly encouraged.
11. The appointing officer/authority shall be guided by the report of the HRMPSB's CAR/CAR-RQA, and in the exercise of sound discretion, select insofar as practicable, the candidate deemed most qualified for appointment from among the top five (5) or less, depending on the number of candidates, unless otherwise provided by the law.
12. All expenses relative to this activity shall be charged against MOOE/local funds subject to the existing accounting and auditing rules and regulations.
13. Immediate and wide dissemination of the Memorandum is earnestly desired.

VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encls:

- Enclosure No. 1 - CSC Minimum Qualification Standards
- Enclosure No. 2 - Checklist of Requirements with Omnibus Certification and Waiver *(to be accomplished by the applicants)*
- Enclosure No. 3 - MEC 10

References:

- DepEd Order No. 66, s. 2007
- DepEd Order No. 007, s. 2023

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

EVALUATION RECRUITMENT PROMOTION HIRING

SRHB/AMF - RANKING OF APPLICANTS FOR MASTER TEACHER I AND II UNDER ELEMENTARY LEVEL **309**/October 16, 2024

NUM-2024-309



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**QUALIFICATION STANDARDS
(TEACHING POSITION)**

Position Title (Parenthetical Title, if applicable)	No. of Plantilla Available	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Master Teacher II	2	19	53,873.00	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	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)		BAYANAN ELEMENTARY SCHOOL - UNIT 1 & ITAAS ELEMENTARY SCHOOL
	1	19	53,873.00	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	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)		ANTICIPATED VACANCY - PUTATAN ELEMENTARY SCHOOL
Master Teacher I	3	18	49,015.00	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	None required	3 years relevant experience	RA 1080 (Teacher)		SUCAT ELEMENTARY SCHOOL MAIN & MUNTINLUPA ELEMENTARY SCHOOL
	3								Anticipated Vacancy



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ENCLOSURE 2

Timeline of Activity

DATE	ACTIVITIES
November 6, 2024 - November 18, 2024	Publication and posting of vacancies for Master Teacher I and II Positions; Submission of Application to the School Level Committee
November 19, 2024	Submission of School Level Committee to the Division Record Unit of the Application and Initial Evaluation Profile of the Applicants to the google drive
November 20-21, 2024	Initial Evaluation of Documents vis-à-vis qualification standard
November 22, 2024	Posting and releasing of Initial Evaluation Results to https://deped-muntinlupa.com
November 25-26, 2024	Open Ranking and Interview
November 27-28, 2024	Creation of Comparative Assessment Result (CAR) and Submission to HRMPSB
November 29, 2024	Submission of Comparative Assessment Result (CAR) and Submission to the Office of the SDS
December 2, 2024	Posting of Comparative Assessment Result (CAR) to https://deped-muntinlupa.com

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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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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) NOTARIZED			
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