



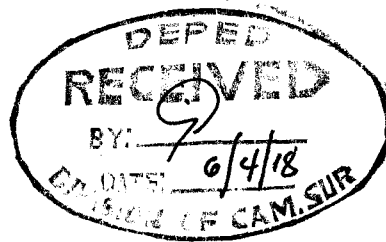
Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



May 23, 2018

DIVISION MEMORANDUM

No. 157, s. 2018



CLARIFICATION ON RANKING OF MASTER TEACHER I AND II

TO : Assistant Schools Division Superintendents
Chiefs of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary Schools

1. This office issues the following clarification on the evaluation and ranking of Master Teacher I and II.
2. Applicants must meet the Qualification Standards for the positions per MEC Order No. 10, s. 1979.

Positions/criteria	Master Teacher II	Master Teacher I
Education	Bachelor's Degree in Elementary Education plus 24 units Master's Degree in Education	Bachelor's Degree in Elementary Education plus 18 units Master's Degree in Education
Experience	2 years as Master Teacher I	3 years RELEVANT EXPERIENCE
Performance Rating (last 3 years)	Very satisfactory (at least 4.0 every rating period)	Very satisfactory (At least 4.0 every rating period)
Training	4 hours relevant training	None required
Eligibility	(PBET OR LET)	PBET OR LET
Permanent Teacher	Actually Teaching	Actually Teaching

In addition to the basic requirements listed above, the candidate for MT II shall have at least an approved action research proposal within their assigned subject areas.

3. Applicants shall submit the following documents to the district office and endorsed by the PSDS for submission to the division office during the scheduled deliberation:
 - a. Application letter stating the position applied for;
 - b. Performance Rating for the last 3 rating periods certified by the division office
 - c. Transcript of Records and Special order authenticated by the school where the applicant has graduated
 - d. Eligibility Rating, Valid PRC license, certificate of good standing
 - e. Service Records
 - f. Class Program with summary of teaching loads, certification that the applicant is actually teaching for MT II at least 5 hours or 300 minutes and MT I, 6 hours or 360 minutes.
 - g. Other documents for claims on Leadership, Potential and Equivalent for criterion A to H. Please refer to MEC Order No. 10, s. 1979.

4. As a revision to Division Memo. No. 82, s. of 2018, The ranking of Master Teacher I and II shall be conducted by the Division Human Resource Merit and Selection Board. All interested and qualified applicants for MT1 are required to submit their documents to the district office on the date as designated by the district.

5. The deliberation for **MASTER TEACHER II** for all applicants from the different districts will be on **JUNE 20, 2018** at the Library Hub. Deadline of submission of documents shall be on **JUNE 15, 2018**.

6. The schedule of deliberation for **MASTER TEACHER I** for all applicants from the different districts (**First, Second and Third Congressional Districts**) will be:

June 26, 2018	- Pili
June 27, 2018	- Libmanan North
June 28, 2018	- Lupi and Camaligan
July 19, 2018	- Sipocot North and Sipocot South
June 20, 2018	- Libmanan South and Gainza
June 21, 2018	- Minalabac and Pamplona
July 3, 2018	- Pasacao and San Fernando
July 4, 2018	- Calabanga
July 5, 2018	- Magarao and Bombon
July 6, 2018	- Ocampo

(The schedule of the third and fourth congressional districts deliberation for MT I shall be announced later.)



7. The Division Personnel Selection Board shall be composed of the following:

Chairman: Assistant Schools Division Superintendent
Members: Administrative Officer V, Gina A. Valenciano
HRMO, Maria Divina H. Calleja
District Association President
Public Schools District Supervisor

8. Applicants are advised to bring with them their original documents for verification during the scheduled deliberation.

9. All expenses incurred relative to these activities shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.

10. Immediate dissemination of and compliance with this Memorandum is desired.


CECILLE BERNADETTE P. RIVERA, CESO VI
Schools Division Superintendent


Reference: MEC Order No. 10, s. 1979.