



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



February 12, 2018

**DIVISION MEMORANDUM**

No. 64, s. 2018

**RANKING FOR THE POSITION OF MASTER TEACHER 2  
(ELEMENTARY)**

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

1. To fill up the natural vacancies for MT 2 in the Elementary Schools, this office shall conduct evaluation and ranking of all interested and qualified applicants on March 12, 2018. Qualified applicants shall submit applications together with their supporting documents at the office of the Human Resource on or before March 9, 2018.
2. Applicants must meet the following Qualification Standards:
  1. Very Satisfactory Rating
  2. Bachelor's Degree in Elementary Education;  
or Bachelor's Degree with 18 units professional education units plus completion of Academic Requirements for Master Degree
  3. Master Teacher 1 for at least 1 year
  4. Actually Teaching
  5. RA 1080 Teacher
  6. Approved Action Research
  7. At least 30 points in leadership, potential, and achievements
3. Applicants shall submit the following documents:
  - a. Application letter stating the position applied for
  - b. CSC Form 212 (Personal Data Sheet) Handwritten with pass port size picture
  - c. Updated service record
  - d. Performance Rating for the last 3 years
    - i. 2016-2017
    - ii. 2015-2016
    - iii. 2014-2015
  - e. Transcript of Records and Special order
  - f. Latest PRC Certificate of Good Standing
  - g. Eligibility Rating
  - h. Copy of last approved appointment
  - i. Certificates, and other documents relevant to the position applied for claims of leadership, potential, and achievements garnered from the last promotion.
4. Credit Points for Leadership, Potentials and Accomplishments for Master Teacher 2 are as follows: (Reference: MEC Order No. 10, s. 1979)

- A. Introduced any of the following which has been adopted or used by the school or district: – (20 points)
- Curriculum or Instructional Materials
  - Effective teaching techniques
  - Teaching strategies
  - Income Generating Project
- B. Served as subject coordinator or grade chairman for at least 1 year (12 points)
- Adviser of school publication for at least 2 years
  - Adviser of any special organization such as Science club, PGO etc.
- C. Served as chairman of Special Committee for any of the following: (12 points)
- Curriculum Study Committee
  - Committee to Prepare Instructional Materials
  - Committee to Prepare School Program
- D. Initiated or Headed an Educational Research (12 points)
- E. Coordinator of Community Project or Program of Another Agency (12 points)
- F. Organized/ Managed an In-Service Activity (12 points)
- G. Trainor of Winning Contestants (10 points)
- H. Demonstration Teaching (10 points)
5. The Division Personnel Selection Board shall be composed of the following:
- Chairman: Ms. Dolores Q. Mapusao, ASDS
- Members: CID Chief Lita T. Mijares  
PSDS Association Pres. Mr. Manuel R. Cabiles Jr.  
HRMO Ms. Gina A. Valenciano  
Administrative Officer Ms. Maria Divina H. Calleja  
CASESTEPA President Dr. Cyril Salazar
6. Applicants are advised to bring with them their original documents for verification during the scheduled deliberation.
7. All expenses incurred relative to these activities shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum is desired.

  
**ARNULFO M. BALANE, CESO V**  
Schools Division Superintendent

References:

MEC Order No. 10, s, 1979

To be indicated in the Perpetual index  
under the following subjects

POLICY  
PROMOTION  
QUALIFICATION