



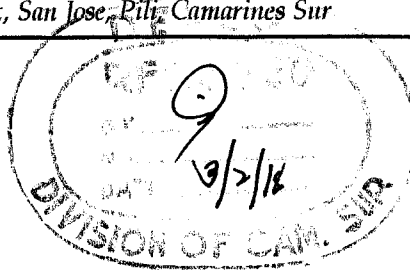
DEPARTMENT OF EDUCATION
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



March 2, 2018

DIVISION MEMORANDUM

No. 82, s, 2018



RANKING OF MASTER TEACHER I

**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 announces schedule of deliberation to fill up the vacancies and recommend the qualified Master Teacher I for reclassification. The ranking shall observe MEC Order No. 10 s. 2010.
2. All qualified applicants shall submit their documents to the District Personnel Selection Board (DPSB). The DPSB shall submit the list of applicants to the Division HRMO or before April 16, 2018. The assessment and deliberation shall be done in the district by the (DPSB) and shall be reviewed by the Division HRMPSB.

- 3.1. The District Personnel Selection Board shall be composed of the following:

Chairman: PSDS
Co-Chairman: EPS In-Charge
Members: Central Principal
District Teachers Association President

Functions of the District PSB:

- a. Attends the orientation meeting
- b. Prepares a district memo announcing the ranking
- c. Conducts orientation for the applicants
- d. Conducts deliberation
- e. Prepares ranklist and minutes of deliberation
- f. Submits district rank list and individual evaluation sheets of applicants to the Division HRMPSB
- g. Answers questions relative to the district assessment process and results of ranking

- 3.2. The Division Human Resource Merit Promotion and Selection Board Personnel Selection Board (HRMPSB) shall be composed of the following:

Chairman: Assistant Schools Division Superintendent (Elementary)
Co-Chairman: CID Chief
Members: HRMO
Administrative Officer
CSESTEA President/representative

CSESTEA President/representative

Functions of the HRMPSB:

- a. Conducts/Attends the orientation meeting for the District Ranking Committee
- b. Monitors/Attends orientation for the applicants
- c. Monitors deliberation conducted by the district ranking committee
- d. Reviews rank lists and assessment of applicants qualifications/accomplishments per guidelines
- e. Submits/Recommends rank list for approval of the SDS

4. The following schedule shall be observed:

Date	Activity
May 4, 2018	Orientation of the District PSB
May 7-11, 2028	District deliberation (1st to 3 rd) congressional Districts
May 21- 25, 2018	District deliberation (4 th and 5th) congressional Districts
May 28-31, 2018	Finalization and submission of district rank list and individual evaluation sheets
June 1-15, 2018	Review of the results of the district rank list and approval of the SDS

5. Expenses relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

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

ARNULFO M. BALANE, CESO V
School Division Superintendent

References:

DO 66, s. 2007

To be indicated in the Perpetual index
under the following subjects

APPOINTMENT EMPLOYEES
OFFICIALS EMPLOYMENT
POLICY PROMOTION
QUALIFICATION