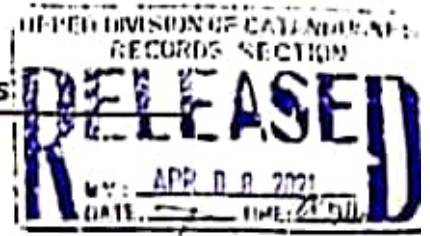





Republic of the Philippines
Department of Education
 Region V – Ilocos
SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM
 OSDS-UM-04-07-21/MBL

TO : Secondary School Heads/TIC's & Administrative Officers of the following:

- | | |
|--------------------|---------------------|
| 1. Baras RDIIS | 6. San Miguel RDIIS |
| 2. Calatagan HS | 7. San Andres VS |
| 3. Catanduanes NIS | 8. Supang Datag NIS |
| 4. Gigmoto RDIIS | 9. Maynaway NIS |
| 5. Panda SAT | 10. Tubli NIS |

FROM : 
SUSAN S. COLLANO
 Asst. Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent

SUBJECT: SUBMISSION OF DOCUMENTS FOR EVALUATION & RANKING OF APPLICANTS FOR POSSIBLE RECLASSIFICATION TO MASTER TEACHER I

DATE : April 7, 2021

Per unnumbered memorandum released dated April 7, 2021 re: Reclassification of Master Teacher I position, please advise all interested qualified applicants to prepare documents for evaluation and ranking in accordance with the criteria as provided in MEC Order No. 10 s. 1979.

The qualification standards for said position are as follows: (Reference: DepED QS Manual for Unique Positions-Revised 1995)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Master Teacher I	18	2	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	3 years relevant experience	None required	RA 1080 (Teacher)

This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

Interested qualified applicants shall have one (1) folder (with tabbing, following the arrangement of the requirements as listed below)

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents duly notarized
3. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet
4. Transcript of Records/Special Order
5. Updated Service Record
6. Copy of Last Approved Appointment
7. Certificate of In-Service Trainings/Seminars
8. Certificate of Eligibility, Board Rating and PRC License
9. Performance Rating for the last three (3) rating periods
10. Leadership, Potential and Accomplishments
 - A. Introduced any of the following which has been adopted or used by the school/district
 - i. Curriculum or instructional materials
 - ii. Effective Teaching technique/strategies
 - iii. Simplification of work as in reporting system record keeping, etc. or procedure that resulted in cost reduction
 - iv. A worthwhile income generating project for pupils given recognition by higher officials
 - B. Served as Subject Coordinator or grade chairman for at least one year or adviser of school publication or any special organization like dramatic club, glee club, etc. and discharged such assignment satisfactory for at least 2 years
 - C. Served as Chairman of a special committees such as curriculum study committee; committee to prepare school program and discharged the work efficiently
 - D. Initiated or Headed an educational research activity duly approved by educational authorities either for improvement of instruction or community development of teacher welfare activities
 - E. Coordinator of community project activity program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro industrial fairs, etc. for at least 2 years
 - F. Organized/managed as in-service activity or other similar activities at the school level
 - G. Credited with meritorious achievement
 - i. Trainor's or coach to contestant who received prizes commendation or any form of recognition
 - ii. Athletic coach of athletes or team who won first prize
 - iii. Coordinator of the Boy Scout or Girl Scout activities
 - H. Authorship
 - i. Sole Authorship
 - ii. Co-Authorship
 - iii. Article
 - I. Demonstration Teaching

Submission of documents/folder must be in bunch per school and grouped per subject area with transmittal (list/name of applicants and subject area), and should be stamped "received" at the Records Section and submit to Personnel Section on or before 5:00 pm of April 16, 2021. No application documents will be accepted after the deadline.

Applicants should bring their original documents on the day of evaluation.

Schedule of assessment/evaluation will be announced in a separate memorandum.

For information, guidance and compliance.