



Republic of the Philippines
Department of Education
Region VII – Central Visayas
Schools Division of CEBU PROVINCE

Office of the Schools Division Superintendent

March 5, 2024

DIVISION MEMORANDUM
No. 120, s. 2024

**RANKING OF APPLICANTS FOR MASTER TEACHER I, II AND III POSITIONS
FOR THE SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads
All Others Concerned

1. The Office hereby informs all concerned about the ranking of applicants for Master Teacher I, II, and III positions for the School Year 2024-2025 (elementary, junior, and senior high) to fill in existing natural vacancies, and for those who will apply for reclassification of positions for the upcoming school year. The existing rank list for master teachers will expire on **May 31, 2024/Friday**, the last day of the School Year 2023-2024.

2. There are no existing Master Teacher III items or Plantilla for SDO Cebu Province, those who may qualify in this ranking will be recommended for immediate reclassification. In this ranking, the guidelines stipulated in **MEC ORDER NO. 10, S. 1979** (Implementing Rules and Regulations for the System of Career Progression for Public School Teachers) and **DECS Order No. 57, s. 1997** (Further Implementation of the Career Progression System of Master Teachers) shall be **strictly followed**. **DepEd Order No. 19, s. 2022** (The Department of Education Merit Selection Plan) shall only be supplementary. The said issuances are hereby enclosed for reference to all concerned. **Previous practices in the appreciation and giving of points for the documents submitted by the applicants which are not in conformity with MEC Order No. 10, s. 1979, DECS Order No. 57, s. 1997 and DO No. 19, s. 2022 are/is hereby deemed revoked or rescinded.**

3. During the ranking process or deliberation by the HRMPSB, if the new policies implementing **Executive Order No. 174 s. 2022** (Establishing the Expanded Career Progression of Public School Teachers) will be released, then the MT ranking deliberation and appreciation of documents submitted by the applicants will be **adjusted and modified** to conform with the new guidelines if the new policies provide for a **retroactive effect**. However, if the new policies governing teachers' career progression will have a **PROSPECTIVE EFFECT (transition period is stipulated)**, then once the MT rank list for SY 2024-2025 is finalized and posted on the Division website, the said rank list shall be respected, honored and implemented.



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4. All interested applicants must submit the application folders (with proper tabbing of documents inserted/placed in the folder/s) in the District Office on or before **March 25, 2024 (Monday)**. **Public Schools District Supervisors (PSDSs) must evaluate** all the folders submitted and provide initial points to the applicants using **Enclosure No. 1**. The document must be signed by the PSDS before the application folders will be submitted to the HRMPSB/Division Office. All MT application folders must be submitted to the Division Office **on or before April 1, 2024 (Monday)**. The HRMPSB and sub-committee members will review/reevaluate the folders submitted from District Offices on **April 2 to 20, 2024**. PSDS is authorized to immediately disqualify applicants who do not meet the minimum qualification standards. **To avoid errors and lapses in the evaluation of MT application documents, the PSDS must take responsibility, delegating the tasks or responsibilities to the school heads or any non-teaching staff in the district is not allowed.**

5. The qualification standards/criteria for Master Teacher I, II and III are hereby attached (**Refer to Enclosure No. 2**).

6. Applicants must have Very Satisfactory (VS) or Outstanding (O) performances in the last three (3) consecutive school years. However, if the applicant submits only one (1) performance rating in the immediate or last/preceding school year, his/her application documents can still be accepted but the performance rating shall be divided by three (3) to get the final rating or score for the performance category.

7. Training certificates must be taken in the five (5) school or fiscal years (counting after the last promotion) supported by an implementation plan and outputs/accomplishment reports signed by the authorized signatories (RPMS ratee-rater agreement) aligned to the individual professional development plans.

8. Applicants shall prepare one (1) folder containing all the pertinent documents which are certified true copies of the original documents (certified by the PSDS or school head). Applicants may be required by the HRMPSB to present the original copies during the validation or evaluation of documents. The documents are to be arranged and fastened in a white folder with proper tabbing.

9. Additional documents submitted after the deadline and/or during the validation period shall not be accepted unless the HRMPSB requires additional documents to substantiate the claims of the applicants. **Applicants shall accomplish the Data Privacy Consent for posting purposes. Refer to Enclosure No. 3.**

10. Master teachers in the elementary should have at least ten (10) teachers to be supervised in the school. Division Office reserves the authority to distribute master teachers equitably to all schools in the district. Overcrowding of master teachers in the central or in



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any school is not allowed. Master teachers in the secondary/junior high school are Plantilla-based, and there should be at least five (5) or more teachers of the same specialization to be supervised by the said master teacher whose Plantilla or item numbers belonged in the same school. **However, master teacher items in the senior high schools are Division-based, thus, an organization chart is not required. An organizational chart is only required for MT applicants in elementary and junior high school** (only two (2) natural vacancies for MT 1 senior high for this school year; no reclassification of MTs in the senior high as of this time).


11. Members of the HRMPSB/HR Unit/Secretariat and all other Division sub-selection committee members shall be given Compensatory Time-Off (CTO), overtime pay, or leave credits whatever is applicable for the work or services rendered on or during Saturdays or holidays.

12. Expenses that will be incurred in this activity/undertaking shall be charged to the Division's MOOE for division office-based personnel (including PSDSs), however, the traveling, accommodation, per diem, and other incidental expenses incurred by the school heads and other members of the committees or sub-committees who need to travel from the districts or schools shall be charged to the school's MOOE or other local funds available subject to its availability and the usual accounting and auditing rules or regulations.

13. This Memorandum serves as "Authority to Travel" for those stationed in the schools or districts. Please see the attachments/enclosures for further details.

14. Wide dissemination of and **strict compliance with this Memorandum** is hereby **directed**.


SENEN PRISCOLO P. PAULIN CESO V

 Schools Division Superintendent

sds/asds/vay/2024





Republic of the Philippines
Department of Education
 Region VII – Central Visayas
 Schools Division of CEBU PROVINCE

Enclosure No. 1- Criteria for Evaluation of Documents

Name of Applicant: _____
 Education/Degree/s/ Units Obtained: _____
 Training Hours: _____
 Eligibility: _____

Indicators:	MOVs/Evidences:	Points to be Given:	Points Obtained by Applicant:	Remarks:
a. Introduced any of the following: (approved by SDS) - Curriculum/instructional materials -Effective teaching methods -Simplification of work or reporting system, etc. -Income generating project	Approved documents by SDS	20 points	_____	
b. Served as subject coordinator or grade level chairman for at least one year; or as adviser of school publication or paper or any special school organization like dramatic club, glee club, science/math clubs, 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 loads.	Designation from school head; Plan of activities for the whole year; Record of meetings conducted with agenda and Attendance Sheet; List of Members; Copies of Programs with pictures (Note: Look into the teaching loads that additional assignments are excluded in the past 3 years)	12 points	_____	
c. Served as chairman of special committee, such as curriculum study committee,	Designation from school head, plan of activities for the whole year, record of	12 points		



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<p>committee to prepare instructional materials, committee to prepare school programs, and discharged the work efficiently.</p>	<p>meetings, agenda and minutes of meetings with attendance sheets, outputs with copies of programs and pictures, copies of instructional materials prepared, copies of school program (schedule of classes for the whole school year including teacher and room assignments, subject teachers) prepared and signed by school head, committee members duly attested by PSDS.</p>			
<p>d. Initiated or headed an educational research activity duly approved by authorities, either for improvement of instruction, for community development, or teacher welfare</p>	<p>Research proposal submitted and approved by SDS (Projects and programs initiated by DepEd are NOT given points)</p>	<p>12 points (for participation as a member of such activity = 7 points only)</p>		
<p>e. Coordinator of community project or activity or of a 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 two years.</p>	<p>Certification that s/he has been assigned as coordinator of a project; Plan of activities for the whole year; Record of meetings with Agenda and Attendance of Members duly signed, Outputs with pictures; copies of programs, etc.</p>	<p>12 points (participation as a member only of such activity = 7 points only)</p>		

Signature Over Printed Name of PSDS _____

Date _____

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Enclosure No. 2-Minimum Qualification Standards

Position	SG	Job Description	Education	Experience	Training	Eligibility
Master Teacher I (Elem)	18	Provide curricular supervision in the area of specialization and provide technical assistance to co-teachers and assist the school head as needed.	Bachelor of Elem 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	3 years relevant experience	Not required	PBET/LET Passer
Master Teacher I (Junior High)	18	Provide curricular supervision in the area of specialization and provide technical assistance to co-teachers and assist the school head as needed.	Bachelor of Secondary Education (BSED) or bachelor's degree plus 18 professional units in Education and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	Not required	PBET/LET Passer
Master Teacher I (Senior High) (2 vacant items only)	18	Provide curricular supervision in the area of specialization and provide	Academic Track: Master's degree relevant to the field/subject/strand	Academic Track: 4 years relevant teaching or industry experience	Academic Track: 8 hours of relevant training	PBET/LET (RA 1080-Teacher)



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		technical assistance to co-teachers and assist the school head as needed.	TVL Track: Bachelor's degree or completion of tech-voc courses in the area of specialization Arts and Design: Bachelor's degree with appropriate major or specialization based on the school's offerings	TVL Track: 1 year teaching and 6 months industry work experience Arts and Design Track: 3 years relevant/industry experience	TVL Track: NC II plus TMC 1 appropriate to specialization Arts and Design: 8 hours relevant training	
Master Teacher II (Elem)	19	Provide curricular supervision in the area of specialization and provide technical assistance to co-teachers and assist the school head as needed.	Bachelor of Elem 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	1 year as MT or 4 years as Teacher III	4 hours relevant training	PBET/LET Passer
Master Teacher II (JHS)	19	Provide curricular supervision in the area of specialization and provide technical assistance to co-teachers and assist the school head as needed.	Bachelor of Sec. Education (BSED) or bachelor's degree plus 18 professional units in Education and 24 units for a Master's degree in Education or its equivalent	1 year as MT or 4 years as Teacher III	4 hours relevant training	PBET/LET Passer

Note: Criteria for reclassification/evaluation for promotion, please refer to MEC Order No. 10, s. 1979 and DECS Order No. 57, s. 1997 as herein enclosed for proper guidance.





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Department of Education
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Schools Division of CEBU PROVINCE

Enclosure No. 3

LIST OF DOCUMENTARY REQUIREMENTS FOR MASTER TEACHER I, II AND III POSITIONS

1. Application Letter indicating the position applied for addressed to the Schools Division Superintendent;
2. CSC 212 (Personal Data Sheet, Revised 2017), with the latest 2x2 ID picture;
3. Transcript of Records of both baccalaureate degree and graduate studies authenticated by the issuing agency;
4. Latest Service Record/Certificate of Employment;
5. Certificates of Relevant Training Attended - must be within the last five (5) years counted after the last promotion;
6. Certificate of Eligibility authenticated by the issuing agency;
7. Performance Rating for the last three rating periods (with at least VS rating);
8. Certificates of Outstanding Accomplishments (Awards, Innovations, Research Projects, publications, Speakership);
9. Certificates of specialized training, scholarship grants, chair/co-chair of the technical working committee;
10. Psychological/Neuro-Psychiatric Examination (must be submitted before the completion of the Pink Folder duly sealed if proposed/given the promotion);
11. Omnibus certification of authenticity and veracity of the documents submitted, signed by the applicant/s;
12. Data Privacy Consent Form;
13. School caretakers or TICs who will apply for this MT ranking must submit clearance from the Accounting Office to find out the timely liquidation of the school's MOOE;
14. Certified true copy of the attested appointment from the CSC of the applicant's current position; and
15. Other pertinent documents to support the application.



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Republic of the Philippines

Department of Education

Enclosure # 4

REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Human Resource Merit Promotion & Selection Board (HRMPSB)

DATA PRIVACY CONSENT FORM

We at the HRMPSB are committed to provide you with services that are compliant with the Data Privacy Act (RA 10173) including its IRR as well as the other guidelines and issuances by the National Data Privacy Commission (NPC).

Processing of Personal Data:

The personal information being collected which may include your name, contact numbers, email address, home and office address, photos, birthdate, and the like, may be used for (1) ranking purposes only; (2) monitoring the update of your application; (3) sending notifications/updates; and (4) other similar activities, in connection to your application for employment or promotion. Said information will only be used for activities related to recruitment, selection, and appointment and will not be shared by other agencies. For posting on the agency website, **only the names will be indicated** (birthdate/s, and contact numbers will not be included), **if an employee/applicant provides written objection to the posting of names on the website or agency's bulletin board, numeric or alphabetic coding may be resorted to.** Information may be used further by the agency for research and for statistical purposes only.

Data Protection:

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of the personal information that we collect (ed). Only authorized personnel (HR Unit) are permitted and have access to the collected information and will treat any confidential information under strict confidentiality. In case of a breach, HRMPB shall notify you and inform the National Privacy Commission (NPC) in accordance with NPC Circular 16-03 or Personal Data Breach Management. Personal information collected is stored and later disposed of via shredding and permanently deleted in our electronic files in accordance with R.A. No. 9470 otherwise known as National Archives of the Philippines Act of 2007.

Rights of the Data Subject:

As the Data Subject, you have the right to be informed of the personal information being collected, processed, and stored by HRMPB as well as to access, object, rectify, and block the same. For questions or concerns, you may contact the HR Unit for further details.

I have read this form, understood its contents, and consent (ed) to my personal data. I understand that my consent does not preclude the existence of other criteria for the lawful processing of personal data and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

(Signature over Printed Name)

Applicant

hrmpsb/uyy2024



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Email Address: cebu.province@deped.gov.ph



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

UL Complex, Meralco Avenue
 Pasig, Metro Manila



*Sama-Sama
 sa DECS*

Enclosure # 5

August 1, 1997

DECS O R D E R
 No. 57, s. 1997

FURTHER IMPLEMENTATION OF THE CAREER PROGRESSION SYSTEM
 FOR MASTER TEACHERS

To: Undersecretaries
 Assistant Secretaries
 Regional/Bureau/Center Service Directors
 Schools Superintendents
 District Supervisors

1. Pursuant to Executive Order No. 500 dated March 21, 1978, qualified Master Teacher I/II may now be recommended for reclassification to Master Teacher III/IV on the basis of the criteria given in MEC Order No. 10, s. 1979 (copy inclosed).

2. The number of Master Teacher III positions in each district shall not exceed 25% of the total number of MT I positions. Likewise, the number of MT IV shall not exceed 25% of the present number of MT II positions. The total number of Master Teachers I-IV shall not exceed 10% of the total number of teachers in each district.

To illustrate:

District A has 120 teachers

Present number of:	MT I	-	8	-	2
	MT II	-	4	-	1

	Total:		12		

Under this DECS Order:

MT I	-	6
MT II	-	3
MT III	-	2
MT IV	-	1

Total:		12

"Quality Education Towards Philippines 2000"

3. Corresponding additional guidelines shall be formulated for your guidance in the implementation of this DECS Order.

4. Please be guided accordingly.


RICARDO T. GLORIA
Secretary

Incl.:

As stated

Reference:

MEC Order: (No. 10, s. 1979)

Allotment: 1-3--(D.O. 50-97)

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

POLICY

RULES & REGULATIONS

TEACHERS

(Inclosure to DECS Order No. 57, s. 1997)

CRITERIA FOR MASTER-TEACHER

(Note: A candidate must possess all the qualifications indicated to be considered for the Master Teacher position.)

Master Teacher I

1. Permanent teacher.
2. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers.
3. Very satisfactory performance rating for the last two years (at least 33 pts.)
4. At least three years experience.
5. At least 25 points in leadership and potential (see attached table) or has been a demonstration teacher on the district level plus 15 points in leadership and potential.

Master Teacher II

1. Master Teacher I (or ESP I) for at least one year.
2. Very satisfactory rating (at least 33 pts.) as Master Teacher I (or ESP I).
3. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers, plus completion of academic requirements for M.A.
4. At least 30 points in leadership, potential, and achievement; or demonstration teacher on the division level plus 20 points in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotions.

Master Teacher III

1. Master Teacher II.
2. M.A. in education or equivalent.

The following are considered M.A. equivalent:

- a. Bachelor's degree for teacher, or equivalent plus 20 years experience and at least 20 units for M.A.
- b. Bachelor's degree for teacher or equivalent plus at least 20 graduate units and at least 18 credit allowances (See table of credit allowances.)
3. Very satisfactory performance rating (at least 35 pts.) as Master Teacher II.
4. At least 45 points in leadership, potential and achievement provided the activities or accomplishments cited for this purpose had not been credited for an earlier promotion.

Master Teacher IV

1. Master Teacher III
2. At least an M.A. in Education, MAT, or M.Ed.
3. Outstanding performance rating as Master Teacher III.
4. At least 60 points in leadership, potential, and achievements provided the accomplishments and achievements cited for this purpose had not been credited for an earlier promotion.

Republika ng Pilipinas
Republikang Pilipinas
MINISTERI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Manila

Enclosure # 6

January 31, 1979

MEC ORDER
No. 10, s. 1979

IMPLEMENTING RULES AND REGULATIONS FOR THE SYSTEM
OF CAREER PROGRESSION FOR PUBLIC SCHOOL TEACHERS

To: Bureau Directors
Regional Directors
Schools Superintendents

1. Inclosed are the rules and regulations for the implementation of Executive Order No. 500 of the President dated March 21, 1978, entitled "Establishing a New System of Career Progression for Public School Teachers", as promulgated by the Civil Service Commission, the Budget Commission and this Office.

2. It is desired that, immediately upon receipt of this MEC Order, schools division superintendents create a selection committee in the division office, and a selection committee in each district, for purposes of screening candidates and determining those who should be appointed to Master Teacher I position. The candidates should be determined before March 1, 1979.

3. Initially, since there are 15,000 positions available, the number of Master Teacher I positions allotted to each district may be estimated by multiplying the number of teachers in the district by .05. This Office will send to each division the final number of Master Teacher I positions to be allotted to each district. It must be stressed that these are not new positions and therefore no new positions are created. The number of teachers in a district remain the same but those appointed Master Teachers only get augmentation in pay retaining their usual items.

4. The following procedure is suggested in selecting such candidates:

- a. Wide publicity should be given in every school in the division to the rules and regulations, particularly the criteria for Master Teachers.

- b. School principals and division supervisors should be asked to submit to the district committee the names of candidates for Master Teacher together with all supporting papers in accordance with the aforementioned criteria.
- c. The tentative list of Master Teacher candidates in the district should be posted in all schools so that any teacher who feels she deserves to be on the list but has not been included, may request inclusion of her name provided she can present supporting papers to justify her claim. To obviate the possibility of deserving teachers being by-passed by the District Selection Committee, a teacher who feels that her justified request had been ignored, may bring her case direct to the division selection committee.
- d. The District Selection Committee shall go over the papers of the candidates and submit to the Division Committee the names of those recommended for Master Teacher position, listing the names according to rank.

The District Committee shall review all the recommendations for the district, carefully checking whether all the candidates meet the criteria specified. It shall certify that the candidates meet the requirements and the supporting documents are authentic.

- e. The Division Committee will rank all candidates from the districts and shall recommend to the superintendent the nominees in accordance with the number allotted. The superintendent shall make the final recommendation to the Regional Director who issues the appointments for the position.

5. The Regional Director shall create a special committee to review all recommendations of the divisions before making the final decision on who should be issued appointments as Master Teachers.

6. It is understood that Regional Directors shall be held responsible for any irregularity in the appointment

of Master Teachers. They are therefore enjoined to observe the utmost care and fairness in making such appointments, instituting checking measures down to school level.

7. The schools division superintendent shall direct principals, district supervisors, and division supervisors to see to it that maximum and optimum use is made of the Master Teachers.

8. Regional directors shall furnish the Ministry of Education and Culture with a list, by divisions and by districts, of all those to be issued appointments as Master Teacher I.

(SGD.) JUAN L. MANUEL
Minister of Education and Culture

Incl.:
As stated

Reference: None

Allotment: 1-2--(D.O. 1-76)

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

~~APPOINTMENT, EMPLOYMENT, REAPPOINTMENT~~
~~FUNDS~~
~~LEGISLATION~~
~~QUALIFICATIONS~~
~~SALARY~~
~~TEACHERS~~

TABLE OF CREDIT ALLOWANCES

(To offset deficiency in educational preparation or years of service requirement for purposes of determining MA equivalent).

NOTE: Any activity or accomplishment already used for an earlier promotion may not be used for the next promotion. For example: if a scholarship of one year in 1975 has been credited for Master Teacher I, the same may not be credited for purposes of promotion to Master Teacher II.

A. Scholarships/Training grants without academic credits, in educational fields

1 year scholarship	- 5 units
10 months scholarship/training	- 3 "
6-9 mos. " "	- 2 "
2-5 mos. " "	- 1 unit
1 month and below " "	- .5 unit

B. Awards/commendations (for excellence in any aspect of education) given by MEC officials

National Award	- 5 units
Regional Award	- 4 units
Division Award	- 2 units
District Award	- 1 unit

C. Official educational travel outside the country: for every travel abroad of at least 1 week - 1 unit; 2 weeks or more - 2 units

D. In-service Training - seminars, workshops

Seminars on relevant subject areas	- 1 unit for every 15 hours
Workshop on relevant subject areas	- 1 unit for every 15 hours
Work Conferences on relevant subject areas	- 1 unit for every 15 hours

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CRITERIA FOR MASTER-TEACHER

(Note: A candidate must possess all the qualifications indicated to be considered for the Master Teacher position.)

Master Teacher I

1. Permanent teacher.
2. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers.
3. Very satisfactory performance rating for the last two years (at least 33 pts.)
4. At least three years experience.
5. At least 25 points in leadership and potential (see attached table) or has been a demonstration teacher on the district level plus 15 points in leadership and potential.

Master Teacher II

1. Master Teacher I (or ESP I) for at least one year.
2. Very satisfactory rating (at least 33 pts.) as Master Teacher I (or ESP I).
3. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers, plus completion of academic requirements for M.A.
4. At least 30 points in leadership, potential, and achievement, or demonstration teacher on the division level plus 20 points in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotions.

Master Teacher III

1. Master Teacher II.
2. M.A. in education or equivalent.

The following are considered M.A. equivalent:

- a. Bachelor's degree for teacher, or equivalent, plus 20 years experience and at least 20 units for M.A.
- b. Bachelor's degree for teacher or equivalent plus at least 20 graduate units and at least 18 credit allowances (See table of credit allowances.)
3. Very satisfactory performance rating (at least 35 pts.) as Master Teacher II.
4. At least 45 points in leadership, potential and achievement provided the activities or accomplishments cited for this purpose had not been credited for an earlier promotion.

Master Teacher IV

1. Master Teacher III
2. At least an M.A. in Education, MAT, or M.Ed.
3. Outstanding performance rating as Master Teacher III.
4. At least 60 points in leadership, potential, and achievements provided the accomplishments and achievements cited for this purpose had not been credited for an earlier promotion.

(Inclosure to MEC Order No. 10, s. 1979)

**RULES AND REGULATIONS FOR THE IMPLEMENTATION OF THE
SYSTEM OF CAREER PROGRESSION FOR PUBLIC SCHOOL
TEACHERS**

1. Only those who are actually teaching shall be considered for Master Teacher position. This includes teachers who besides providing special services have regular teaching loads.
2. Master teachers 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 substitutions for the qualifications required shall be allowed.
3. Positions for Master Teacher shall be allotted by divisions proportionally on the basis of number of teachers. The number of positions for the division shall likewise be distributed proportionally among all districts.
4. If the number of qualified candidates in the division exceeds the number of positions allotted, all qualified candidates shall be ranked, and the positions awarded on the basis of the ranking. Qualified candidates who cannot be issued appointments as Master Teacher for reasons of unavailability of position, shall automatically be ranked with candidates for the next succeeding year.
5. If there are not enough qualified teachers in the district to fill the number of Master Teacher positions allotted to it, the positions may be filled by qualified teachers from other districts provided however that such teachers shall serve in the district where the Master Teacher positions have been allotted.
6. Master Teachers shall have regular teaching loads. In addition, they are expected to assist other teachers in the school or district toward improving their competence, take the leadership in the preparation of instructional and other materials or perform such other functions commensurate with their capabilities, as the principal may assign. Master Teachers may also be required to serve as demonstration teachers or teacher-consultants in other schools in the district.

CREDIT POINTS FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS

	Maximum Number of Points
a. Introduced any of the following which has been adopted or used by the school or district	20 points for any one of the items
- Curriculum or instructional materials	
- Effective teaching techniques or strategies	
- Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction	
- A worthwhile income generating project for pupils given recognition by higher officials in the division	
b. Served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special 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 points
c. 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 points
d. Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, for community development, or teacher welfare	12 points
for participation as member of such activity (7 points)	
e. Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agricultural fairs, etc., for at least two years	12 points

7. All Master Teachers shall be administratively under the school head/s where they are assigned notwithstanding their rank and salary.

8. The rates of compensation of the different levels of Master Teacher positions shall correspond to those in the administrative group as follows:

- Master Teacher I - Principal I
- Master Teacher II - Principal II
- Master Teacher III - Principal III
- Master Teacher IV - Principal IV

9. As indicated in Executive Order No. 500, there shall be no switching from one career line to another unless it is clearly demonstrated that the individual possesses the necessary qualifications for the other career line and such qualifications exceed those of individuals in the career line who may also be considered for any existing vacancy. For example, a Master Teacher I who desires to switch to the Administrative Group may be considered for promotion to Principal II if he possesses all the qualifications for Principal II and he outranks all the Principals I who are aspiring for the position. Likewise, a Principal III may switch to Master Teacher IV only if he possesses all the qualifications for Master Teacher IV and such qualifications exceed those of Master Teachers III in the division who are candidates for Master Teacher IV position.

10. Master Teachers IV may be considered, together with district supervisors, for promotion to higher positions provided they possess all the requirements for the positions.

11. Initially, there shall be 15,000 positions for Master Teachers for elementary school teachers. Positions for Master Teachers II, III, and IV will subsequently be created.

12. Positions for Master Teachers in the secondary level may be created by the local governments or schools concerned provided they are given on the basis of the criteria specified.

(SGD.) ROYUAN L. MANUEL
Minister of Education
and Culture

(SGD.) JACOBO C. CLAVE
Chairman, Civil Service
Commission and Presidential
Executive Assistant

(SGD.) JAIME C. LAYA
Minister of the Budget

For participation as member of such activity
(7 points)

f. Organized/managed an in-service activity or other similar activities at least on the school level : 12 points

g. Credited with meritorious achievements such as : 10 points

(1) Trainer 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 level 10 pts.
- Regional level 5 pts.
- Provincial level 3 pts.
- District level 1 pt.

(3) Coordinator of Boy Scout or Girl Scout activities:

- National level 10 pts.
- Regional level 5 pts.
- Provincial level 3 pts.
- District level 1 pt.

h. Authorship : 10 points

(10 points for a book and 1 point for each article provided they are on education)

- Sole Authorship 10 pts.
- Co-authorship 5 pts.
- Article 1 pt. per article.

100 points