



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Requirements for Reclassification (TEACHING POSITIONS)**

USE LONG BROWN FOLDER (paste printed full name on the empty space at the side of the folder –  
FAMILY NAME, FIRST NAME, MIDDLE NAME)

DIVISION SET	CSC SET
(to be stapled as a SET and labeled with DepEd MisOr Set)	(to be stapled as a SET and labeled with CSC Set)
(WITHOUT Tabbing & Table of Contents)	(WITHOUT Tabbing & Table of Contents)
<b>Both SETS must be CLIPPED inside the folder (use one clip binder)</b>	
a. 1 Copy of REVISED 2017 ORIGINAL and NOTARIZED (by lawyer/mayor) HANDWRITTEN /COMPUTERIZED Personal Data Sheet(PDS) with latest passport size picture and attached WORK EXPERIENCE SHEET (download attachment to CS Form 212)	1 Copy of REVISED 2017 ORIGINAL and NOTARIZED (by lawyer/mayor) HANDWRITTEN /COMPUTERIZED Personal Data Sheet(PDS) with latest passport size picture and attached WORK EXPERIENCE SHEET (download attachment to CS Form 212)
b. 1 Copy Valid PRC License (ORIGINAL authenticated/certified by CSC)	1 Copy Valid PRC License (ORIGINAL authenticated/ certified by PRC)
c. 1 Copy Report of Rating (ORIGINAL authenticated/certified by PRC)	1 Copy Report of Rating (ORIGINAL authenticated/certified by PRC)
d. 1 Copy ORIGINAL Position Description Form (Back-to-Back) (Download DBM CSC Form No.1)	1 Copy ORIGINAL Position Description Form (Back-to-Back)
e. 2 Copies ORIGINAL Oath of Office (Download CS Form No. 32)	1 Copy ORIGINAL Oath of Office
f. 2 Copies ORIGINAL Certificate of Assumption to Duty (Download CS Form No. 4)	1 Copy ORIGINAL Certificate of Assumption to Duty
g. 1 Copy Transcript of Records including units earned in Master's degree, if any (ORIGINAL authenticated by the school registrar of the school where you graduated)	
h. 1 Copy Updated Service Record	
i. 1 Copy of latest appointment (ORIGINAL authenticated/certified by School Principal)	

**Note:**

1. There are two sets of documents but please comply all requirements in **ONE FOLDER ONLY**. (Refer above for the arrangement)
2. All photocopied documents must be certified/authenticated by its source agency/office/company.
3. Sign the back portion of the Position Description Form (PDF). Include complete name.
4. Certificate of Assumption to Duty must be signed by the School Head/Principal (to be submitted in 3 ORIGINAL COPIES) - **LEAVE BLANK ALL DATE ENTRIES**.
5. PDS should be fully accomplished - **do not leave any blank**. Write **N/A** if not applicable.
6. **ONLY COMPLETE DOCUMENTS SHALL BE ENTERTAINED**.
7. Forms can be downloaded at [www.depedmisor.com](http://www.depedmisor.com) > **downloadables** > **forms** > **CSC Forms Revised 2018 for Appointment**



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Tel. Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

**Office of the School Division  
 Superintendent**

November 4, 2022

The following Teachers are required to submit their pertinent documents for appointment in view of the approval in the Reclassification to Master Teacher I and Master Teacher II per DBM NOSCA Serial No. 1002022-10-029, respectively to wit

Unique Item Number	Name of Incumbent	Position – Salary/Grade/Step	
NOSCA SN 1002022-10-029			
Elementary School		From	To
OSEC-DECSB-TCH3-660167-2012	Erocido, Charlyn D.	Teacher III-13/2	Master Teacher I-18/1
OSEC-DECSB-SPET1-661223-2014	Abellano, Eda A.	Special Education Teacher I-14/2	Master Teacher I-18/1
OSEC-DECSB-TCH3-660647-2016	Mejorado, Cherie P.	Teacher III-13/2	Master Teacher I-18/1
OSEC-DECSB-TCH3-663760-1998	Roma, Amelita H.	Teacher III-13/4	Master Teacher I-18/1
OSEC-DECSB-TCH3-663687-1998	Abcede, Nenita G.	Teacher III-13/5	Master Teacher I-18/1
OSEC-DECSB-TCH3-664480-1998	Ratilla, Jemimarici A.	Teacher III-13/2	Master Teacher I-18/1
OSEC-DECSB-TCH3-660203-2018	Abogaa, Flozelyn C.	Teacher III-13/1	Master Teacher I-18/1
OSEC-DECSB-TCH3-660213-2018	Bagaipo, Marivic M.	Teacher III-13/2	Master Teacher I-18/1
OSEC-DECSB-TCH3-660600-2016	Suganob, Marian G.	Teacher III-13/2	Master Teacher I-18/1
OSEC-DECSB-TCH3-660632-2016	Tagle, Philyn P.	Teacher III-13/2	Master Teacher I-18/1
OSEC-DECSB-TCH3-662413-1998	Neri, Ray Z.	Teacher III-13/1	Master Teacher I-18/1
OSEC-DECSB-TCH3-660086-1999	Pestaño, Richmond G.	Teacher III-13/2	Master Teacher I-18/1
OSEC-DECSB-TCH3-660018-2000	Calatcat, Juliet B.	Teacher III-13/4	Master Teacher I-18/1
OSEC-DECSB-TCH3-660040-2005	Veronilla, Lilibeth P.	Teacher III-13/8	Master Teacher I-18/1
OSEC-DECSB-TCH3-663579-1998	Daa, Arcelli	Teacher III-13/4	Master Teacher I-18/1
OSEC-DECSB-TCH3-660707-2014	Ubalde, Cecille Clyde	Teacher III-13/2	Master Teacher I-18/1
OSEC-DECSB-TCH3-660306-2010	Loguiber, Joean D.	Teacher III-13/4	Master Teacher I-18/1
OSEC-DECSB-TCH3-660626-2016	Jabagat, Lydia M.	Teacher III-13/2	Master Teacher I-18/1
OSEC-DECSB-TCH3-662283-1998	Duat, Hazel A.	Teacher III-13/3	Master Teacher I-18/1
OSEC-DECSB-TCH3-660434-2019	Banticll, Rachel An T.	Teacher III-13/1	Master Teacher I-18/1
OSEC-DECSB-MTCHR1-661138-1998	Juario, Virgie C.	Master Teacher I-18/3	Master Teacher II-19/1

Congratulation!!!

**JONATHAN S. DELA PEÑA, Ph.D., CESO V**  
 Schools Division Superintendent

☺mta



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		<b>Master Teacher II</b>			
2. ITEM NUMBER		3. SALARY GRADE			
		<b>SG 19</b>			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
<b>DEPARTMENT OF EDUCATION</b>			<b>DEPARTMENT OF EDUCATION</b>		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
<b>DIVISION OF MISAMIS ORIENTAL</b>					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
<b>GAA FY 2022 VOL. 1-A</b>	<b>GAA FY 2021 VOL. 1-A</b>	<b>P 49,835.00</b>	<b>P 2,000.00</b>		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
<b>Principal</b>			<b>Public Schools District Supervisor</b>		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
<b>N/A</b>			<b>N/A</b>		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
<i>computer, laptop, printer, chalk, and ballpen</i>					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
		Occasional	Frequent	Occasional	Frequent
Executive / Managerial Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	
Non-Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	
Staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify): _____	
18. WORKING CONDITION					
Office Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
<b>Teaching - Provides technical assistance to teachers to improve their competencies</b>					

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

**Teaching**

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor of Elementary 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	1 year as Master Teacher or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher)

21e. Core Competencies	Competency Level
N/A	N/A

21f. Leadership Competencies	Competency Level
N/A	N/A

**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)**

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
		N/A
5%	1. Provides technical assistance to teachers to improve their competencies	
5%	2. Takes active participation in the planning and implementation of training programs in school, district and division levels	
5%	3. Initiates improvement in instructional programs	
5%	4. Leads in the preparation of instructional materials	
5%	5. Introduces innovative teaching approaches and strategies	
5%	6. Serves as demonstration teacher, facilitator or resource person at the school level	
5%	7. Performs regular class monitoring using process observation tools	
5%	8. Assists the school selection committee in the evaluation of credentials when hiring or promoting teachers	
5%	9. Represents the school in conferences or events as delegated by the school head	
5%	10. Conducts post conferences with teachers for feedback on teaching-learning process	
5%	11. Participates actively in school strategic planning process involving internal and external stakeholders	
5%	12. Carries regular teaching loads for the assigned grade/subject	
5%	13. Conducts at least one action research every year	
5%	14. Takes charge of the school reading recovery program, remedial and/or enrichment program	
5%	15. Teaches/Takes over the class if the assigned teacher is absent; works beyond official time	
5%	16. Enriches the curriculum of his/her field of specialization	
5%	17. Serves as OIC of the school in the absence of the school head	
5%	18. Functions as head/coordinator of the department in the absence of an Head Teacher/Department Head	
5%	19. Consolidates and interprets competency assessment results	
5%	20. Designs and validates training programs for teachers	
5%	21. Checks, improves and prepares sample lesson plans for the assigned grade/subject area	
5%	22. Interprets test results and utilizes them for improvement of instruction	
5%	23. Helps identify potential demonstration teachers	
5%	24. Gives demonstration to new/striving teachers	
100%		

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

**JONATHAN S. DELA PEÑA, Ph.D., CESO V**

Employee's Name, Date and Signature

Supervisor's Name, Date and Signature

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title	
		Master Teacher I	
2. ITEM NUMBER		3. SALARY GRADE	
		SG 18	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
N/A <input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
DEPARTMENT OF EDUCATION		DEPARTMENT OF EDUCATION	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
DIVISION OF MISAMIS ORIENTAL			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
GAA FY 2022 VOL. 1-A	GAA FY 2021 VOL. 1-A	P 45,203.00	P 2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		Public Schools District Supervisor	
Principal		Public Schools District Supervisor	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
<i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
N/A		N/A	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
<i>laptop, printer, DLP, board</i>			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal		17b. External	
Occasional	Frequent	Occasional	Frequent
Executive / Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify): _____
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Teaching - Assists principals in instructional monitoring of teachers			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
<b>Teaching</b>			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education, and 18 units for a Master's degree in Education or its equivalent	<b>3 years relevant experience</b>	<b>None required</b>	<b>RA 1080 (Teacher)</b>
21e. Core Competencies			Competency Level
N/A			N/A
21f. Leadership Competencies			Competency Level
N/A			N/A
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		N/A
5%	1. Attends professional meetings, in-service trainings and related activities for self-growth and advancement.		
5%	2. Prepares daily logs and visual aids related to the lesson.		
5%	3. Conducts remedial episodes classes for slow learners		
5%	4. Updates parents on children's progress and problems through dialogues, conferences and PTA meetings		
5%	5. Assists the guidance counselor in handling students with problems		
5%	6. Gets involved in community and civic-organization activities.		
5%	7. Maintains harmonious relationships with superiors, students, local and public officials and co-teachers.		
5%	8. Observes proper decorum		
5%	9. Conducts echo seminars for co-teachers.		
5%	10. Mentors co-teachers in content and skills difficulties		
5%	11. Helps in the proper and accurate dissemination/implementation of school policies.		
5%	12. Assists principals in instructional monitoring of teachers.		
5%	13. Guides co-teachers in the performance of duties and responsibilities		
5%	14. Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues and concerns		
5%	15. Initiates projects and programs that will enhance the curriculum and its delivery		
5%	16. Makes the needed instructional materials available to teachers and students		
5%	17. Assists school heads in class monitoring		
5%	18. Conducts in-depth studies or action researches on instructional problems		
5%	19. Coordinates with the grade chairman in disseminating information about school problems, awards, promotion		
5%	20. Conducts demonstration teaching, sharing effective techniques or strategies and helps identify potential demonstration teachers		
5%	21. Monitors the maintenance of discipline between and among teachers and learners		
5%	22. Assists in designing capacity development programs for teachers		
5%	23. Serves as trainer in school-based INSET		
5%	24. Evaluates teacher-made tests and interpret results		
5%	25. Checks regularly lesson plans of teachers in the assigned grade/subject area		
5%	26. Carries regular teaching load for the grade/subject area		
5%	27. Serves as a demonstration teacher		
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.			

**JONATHAN S. DELA PEÑA, Ph.D., CESO V**

Employee's Name, Date and Signature

Supervisor's Name, Date and Signature