



Republic of the Philippines
Department of Education
 REGION X
SCHOOLS DIVISION OF MISAMIS ORIENTAL

DEPARTMENT OF EDUCATION
 Division of Misamis Oriental

RELEASED

JUL 11 2024 2:57pm

DATE:
BY:

Ninojomas S. Cablay, MBA
 Administrative Officer IV

Office of the Schools Division Superintendent

July 9, 2024

DIVISION MEMORANDUM

No. **433** s. 2024

**DIVISION RANKING FOR MASTER TEACHER I AND
 MASTER TEACHER II IN ELEMENTARY AND JUNIOR HIGH SCHOOL LEVEL**

TO: Assistant Schools Division Superintendent
 Chief Education Program Supervisors
 Public Schools District Supervisors
 Education Program Supervisors
 Elementary and Secondary School Principals
 All Others Concerned

1. This Office announces the Division Ranking for Promotion of Master Teacher I and Master Teacher II positions in Elementary and Junior High School Level.
2. Concerned School Heads shall assign the School Human Resource Management Officer (HRMO) the responsibility of posting the vacancies in at least three (3) conspicuous places within and outside the school premises from **July 9 – July 19, 2024**. They shall also be responsible for accepting letters of intent and supporting documents from interested applicants. School HRMO may be the non-teaching personnel, preferably Administrative Officer II, assigned as Personnel Selection Board (PSB) Secretariat.
3. All interested applicants must submit the application folders (with proper tabbing of documents inserted in the folder/s) in the school where vacancies exist. The deadline for submission is 5:00 o'clock in the afternoon on **July 19, 2024**. Pertinent documents must be submitted inside a long folder with fastener or binder clip indicating the candidate's name, the position being applied for and name of school where they intend to apply.
4. Below is the Schedule of Activities, Human Resource Merit Promotion Selection Board (HRMPSB) Monitoring Team, and Venue:

Date	Venue	Responsible person	Activities
July 9- July 19, 2024	School where vacancy exists	School Human Resource Management Officer (HRMO)	Posting of vacancies in at least three (3) conspicuous places and Acceptance of applicants' pertinent documents
July 23, 2024	School where vacancy exists	School Personnel Selection Board (PSB)	Initial evaluation of applicant's documents



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July 24, 2024	three (3) conspicuous places	School HRMO	Posting of Initial Evaluation Result (IER)
Not later than July 29, 2024	Division Office	School Human Resource Management Officer (HRMO)	Submission of application folders with Deliberation Sheet/applicant (Enclosure No. 4) and Initial Evaluation Report (IER)
August 1, 2024	Event Training Center	Division HRMPSB: Mary Ann M. Allera , ASDS, Chairman Maria Teresa M. Absin , Chief-SGOD Maria Asuncion Rafols , EPS-CID Janice Lourdes S. Resurreccion , AO V Melanie C. Estenzo , AO IV Sub-committee members Secretariats: Claribel L. Rodriguez Shayne Yannah M. Frias Christine Grace E. Tahud Betty P. Saliring Aubrey Marie Cristine B. Tabor Shella Joy A. Ramiro Marie Kris N. Yamis Shaina C. Velez	Assessment of applicants' pertinent documents Interview of the applicants Submission of Comparative Assessment Result (CAR)
August 5-6, 2024	Division Office	Division HRMPSB Monitoring Team	Final Evaluation and Approval of CAR
August 7-17, 2024	three (3) conspicuous places	Division HRMO	Posting of results; applicants can request corrections within 5 days from the date of posting
August 19, 2024	Division Office	Division HR	Implementation of the CAR

5. Enclosed are the following, for ready reference.

- Enclosure No. 1 – Omnibus Certification and Veracity of Documents
- Enclosure No. 2 – List of Vacant Items
- Enclosure No. 3 – CSC approved Qualification Standards
- Enclosure No. 4 – Deliberation Sheet for Master Teacher





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6. Certificate of participation to national/international training must be supported with a certified copy of the authority to travel/participate in said national/international training and a Re-entry Plan for the points of such document be credited to the applicant's points. Moreover, article published for wide circulation in the local, national or international paper must be supported it with the author's notarized sworn affidavit stating that the article was originally written by him/her and that nobody wrote it for him or her whether for free or with a corresponding payment.

7. Training beyond five (5) years from the date of announcement shall not be given points. Moreover, the cut-off date of the Certificates of Participation to training, Consultancy/Resource Speakership, Action Research, Innovations, Publication of an article and other pertinent documents for the said selection shall be two (2) months before the date of the posting of this Division Memorandum. Research and innovation must have an approval sheet with manuscript and abstract.

8. **MEC Order No. 10, s. 1979** shall serve as the basis for document evaluation and interviews. It is advised that applicants must present original copies of documents during the validation or evaluation of documents. **No additional documents shall be accepted after the deadline.**

9. After the Evaluation and Interview of applicants, the concerned Division HRMPSB Secretariats are directed to prepare the following documents (you may download the forms at bit.ly/RankingDocuments):

- a. Comparative Assessment Result (CAR) - *sheet MEC#10s1979(MTs)*
- b. Applicants' folder with Deliberation Sheet for MTs

10. Expenses that will be incurred in this activity/undertaking shall be charged to Division's MOOE for division-office based personnel, however, the traveling, accommodation, per diem, and other incidental expenses incurred by the school-based personnel shall be charged to the school's MOOE or other local funds subject to its availability and the usual accounting and auditing rules or regulations.

11. Throughout the entirety of this activity, all applicants are expected to adhere DepEd Order No. 19, s. 2022 or the Department of Education Merit Selection Plan, which enforces this Office's Implementation of **Equal Employment Opportunity Principle (EEOP)**, ensuring equal opportunity regardless of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, and political affiliation, among others.

12. Only the qualified applicants who can submit the documents on time shall be included in the Comparative Assessment Result (CAR), who shall also join the interview/deliberation.

13. The Division Human Resource Merit Promotion Selection Board (HRMPSB) is composed of the following:

Chairman

MARY ANN M. ALLERA

Assistant Schools Division Superintendent





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Enclosure No. 1

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

I, _____, Filipino of legal age, with permanent address at _____, after being sworn in accordance with law, hereby depose and state that:

1. I am applying for _____ at _____, _____
Specific Position School Address of School

2. I have submitted the following documents:

___ 2.1 Letter of intent (*addressed to Schools Division Superintendent*)

___ 2.2 Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet

___ 2.3 Certificate of Rating/Valid PRC License (*for those who applied for renewal of license, attach proof of transaction slip and official receipt*)

___ 2.4 Performance ratings in the last three (3) rating periods

___ 2.5 Updated Service Record

___ 2.6 Certificate of outstanding accomplishments

a. *Introduced any of the following which has been adopted or used by the school or district:*

(Curriculum or instructional materials; Effective Teaching Strategy; Simplification of Work; Income Generating Project)

b. *Subject Coordinator or Grade Chairman*

c. *Chairman of Special Committee*

d. *Educational Research*

e. *Coordinator of Community Projects*

f. *Organized / Managed In-Service Activity*

g. *Meritorious Achievement of any of the following:*

(Trainer / Coach to contestants who receive prizes, commendations or any form of recognition; Athletic Coach of athletes or teams who won prizes; or Coordinator of BSP / GSP Activities)

h. *Authorship (certification and article)*

___ 2.7 Transcript of Records for Baccalaureate Degree and Post Graduate Degree

___ 2.8 Certificate of relevant trainings/seminars attended (*conducted for at least 2months prior to this memo and not credited during the last promotion*). Attach summary of the submitted seminar trainings attended within 5 years

3. I am executing this Certification to attest the authenticity and veracity of all documents submitted.

4. By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education, Division of Misamis Oriental through the Principal, to verify the authenticity of the abovementioned documents.

Name and Signature of Applicant
Date _____

Certified true and correct:

School Principal



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Enclosure No. 2

LIST OF VACANT ITEMS

As of June 2024

A. MASTER TEACHER I

1	Alubijid	Lumbo ES	OSEC-DECSB-MTCHR1-661130-1998
2	Alubijid	Alubijid NCHS	OSEC-DECSB-MTCHR1-661240-1998
3	Alubijid	Alubijid CS	OSEC-DECSB-MTCHR1-661460-1998
4	Balingasag	Linabu IS - ELEM	OSEC-DECSB-MTCHR1-661222-1998
5	Claveria	Claveria CS	OSEC-DECSB-MTCHR1-660095-2010
6	Claveria	Madaguig ES	OSEC-DECSB-MTCHR1-660104-2010
7	Gitagum	G. Pelaez IS - ELEM	OSEC-DECSB-MTCHR1-660081-2019
8	Jasaan	Jasaan NHS	OSEC-DECSB-MTCHR1-660113-2022
9	Jasaan	Jasaan CS	OSEC-DECSB-MTCHR1-661126-1998
10	Jasaan	Jasaan NHS	OSEC-DECSB-MTCHR1-660075-2010
11	Magsaysay	Kibungsod NHS	OSEC-DECSB-MTCHR1-660039-2018
12	Magsaysay	Consuelo NHS	OSEC-DECSB-MTCHR1-660071-2010
13	Magsaysay	San Isidro ES	OSEC-DECSB-MTCHR1-660102-2021
14	Medina	Portulin NHS	OSEC-DECSB-MTCHR1-660083-2010
15	Medina	Medina NCHS	OSEC-DECSB-MTCHR1-660102-2019
16	Medina	Medina CS	OSEC-DECSB-MTCHR1-661159-1998
17	Medina	Medina NCHS	OSEC-DECSB-MTCHR1-661252-1998
18	Salay	Ampenican ES	OSEC-DECSB-MTCHR1-661480-1998
19	Tagoloan	Sta. Ana ES	OSEC-DECSB-MTCHR1-660098-2010
20	Tagoloan	Gracia ES	OSEC-DECSB-MTCHR1-661479-1998
21	Villanueva	Villanueva NHS	OSEC-DECSB-MTCHR1-660082-2010
22	Villanueva	VN Chavez MCS	OSEC-DECSB-MTCHR1-660105-2010
23		MOGCHS	OSEC-DECSB-MTCHR1-660033-2018
24		MOGCHS	OSEC-DECSB-MTCHR1-660019-2018
25		MOGCHS	OSEC-DECSB-MTCHR1-661263-1998

B. MASTER TEACHER II

1	Initao	Initao NCHS	OSEC-DECSB-MTCHR2-660027-2010
2	Laguindingan	Laguindingan CS	OSEC-DECSB-MTCHR2-660399-1998
3	Lugait	Lugait CS	OSEC-DECSB-MTCHR2-660004-2012
4	Magsaysay	Damayohan ES	OSEC-DECSB-MTCHR2-660429-1998
5	Magsaysay	Magsaysay CS	OSEC-DECSB-MTCHR2-660432-1998
6	Manticao	Tuod IS	OSEC-DECSB-MTCHR2-660436-1998
7	Opol	Opol CS	OSEC-DECSB-MTCHR2-660428-1998
8	Opol	Opol CS	OSEC-DECSB-MTCHR2-660011-2014
9	Villanueva	VN Chavez MCS	OSEC-DECSB-MTCHR2-660007-2014



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Enclosure No. 3

CSC APPROVED QUALIFICATION STANDARDS

Position Title/Salary Grade	Education	Experience	Training	Eligibility
Master Teacher I (Elementary) SG-18	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	3 years relevant experience	None required	RA 1080 (Teacher)
Master Teacher II (Elementary) SG-19	Bachelor of Elementary 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 Master Teacher I or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher)
Master Teacher I (Junior High School) SG-18	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)
Master Teacher II (Junior High School) SG-19	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher)





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Enclosure No. 4

INDIVIDUAL RANKING SHEET FOR MASTER TEACHER

NAME : _____

SCHOOL/DISTRICT : _____

1. Position _____ 4. Teaching Experience _____

2. Educational Qualification : _____ 5. Eligibility : _____

Performance Rating : _____ 6. Demonstration Teaching (10 points) _____

CREDIT POINTS FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENT

ITEMS RATED	MAXIMUM POINTS	POINTS EARNED
<p>A. Introduced any of the following which have been adapted or used by the school or district:</p> <ol style="list-style-type: none"> 1. Curriculum or instructional materials 2. Effective teaching techniques or strategies 3. Simplification fo work as in system, record keeping, etc. or procedures that resulted in cost reduction. 4. A worthwhile income generating projects for pupils given recognition by highly officials in the division. <p>SUPPORTING DOCUMENTS:</p> <ol style="list-style-type: none"> 1. Copies of materials introduced and adapted by school/district 2. Documents of demonstration teaching where technique & strategies which are teacher's owned are tried/used. 3. Project Proposal, Financial report with or photocopy of bank book, pictures duly approved by DepEd Official concerned. (IGP-What skills of studentss be developed must be stated in the proposal.) 	20 points in any of these	
<p>B. Serve as Subject coordinator or grade chairman for at least one year, or two years as Adviser of school publication or any club, glee club, science club, etc. and discharge such assignments or service are in addition to and not considered part of the teaching load.</p> <p>SUPPORTING DOCUMENTS:</p> <ol style="list-style-type: none"> 1. Copy of school publication 2. Office Order 3. Pictures of activities undertaken, if any. 	12 points	
<p>C. Serve as Chairman or a special committee, such as curriculum study committees, committee to preapre school program, and discharge the work efficiently.</p> <p>SUPPORTING DOCUMENTS:</p> <ol style="list-style-type: none"> 1. Copies of program or teaching schedule duly signed/approved 2. Documents which are outputs of the committee 	12 Points	
<p>D. Initialed or headed an educational research activity duly approved by educational authorities, either for improvement of instruction or community development of teacher's welfare.</p> <p>For participation as member of such activity</p> <p>SUPPORTING DOCUMENTS:</p> <ol style="list-style-type: none"> 1. Copy of the research which are for improvement of instruction or teacher's welfare duly approved by educational authorities 	12 points 7 points	
<p>E. Coordinator of community project or coordinator of a rural cervice improvement activity in a community such as nutrition, agro-industrial fairs etc. for at least two years</p> <p>For participation as members of such activity for two years</p> <p>SUPPORTING DOCUMENTS:</p> <ol style="list-style-type: none"> 1. Pictures, certificates of recognition/appreciation duly signed both DepEd & LGU 	12 points 7 points	
<p>F. Organize/managed an in-serviced activity or other similar activity or other similar activities at least on the school level.</p> <p>SUPPORTING DOCUMENTS:</p> <ol style="list-style-type: none"> 1. Certificate of Participation to a trainors training (Nat'l, Reg'l, Division) 2. Training design duly approved 3. Pictures, attendance sheet during training 	12 points	



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<p>G. Credited with meritorious achievements such as</p> <p>1. Trainor of or coach to contestants who receive prize, commendations or any form of recognition:</p> <table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">National Winner</td><td style="padding-left: 20px;">10 points</td></tr> <tr><td style="padding-left: 20px;">Regional Winner</td><td style="padding-left: 20px;">5 points</td></tr> <tr><td style="padding-left: 20px;">Division Winner</td><td style="padding-left: 20px;">3 points</td></tr> <tr><td style="padding-left: 20px;">District Winner</td><td style="padding-left: 20px;">1 point/win but not to exceed 3 points</td></tr> </table> <p>2. Athletic coach of athletes or teams who won prize as follows:</p> <table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">National Level</td><td style="padding-left: 20px;">10 points</td></tr> <tr><td style="padding-left: 20px;">Regional Level</td><td style="padding-left: 20px;">5 points</td></tr> <tr><td style="padding-left: 20px;">Provincial Level</td><td style="padding-left: 20px;">3 points</td></tr> <tr><td style="padding-left: 20px;">District Winner</td><td style="padding-left: 20px;">1 point/win but not to exceed 3 points</td></tr> </table> <p>3. Coordinator of Boy Scout Activities:</p> <table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">National Level</td><td style="padding-left: 20px;">10 points</td></tr> <tr><td style="padding-left: 20px;">Regional Level</td><td style="padding-left: 20px;">5 points</td></tr> <tr><td style="padding-left: 20px;">Provincial Level</td><td style="padding-left: 20px;">3 points</td></tr> <tr><td style="padding-left: 20px;">Division Level</td><td style="padding-left: 20px;">2 points</td></tr> <tr><td style="padding-left: 20px;">School Level</td><td style="padding-left: 20px;">1 point</td></tr> </table> <p>SUPPORTING DOCUMENTS: 1. Certificate of recognition/appreciation or copy of memorandum publishing the results of the contests.</p>	National Winner	10 points	Regional Winner	5 points	Division Winner	3 points	District Winner	1 point/win but not to exceed 3 points	National Level	10 points	Regional Level	5 points	Provincial Level	3 points	District Winner	1 point/win but not to exceed 3 points	National Level	10 points	Regional Level	5 points	Provincial Level	3 points	Division Level	2 points	School Level	1 point	10 points	
National Winner	10 points																											
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Provincial Level	3 points																											
Division Level	2 points																											
School Level	1 point																											
<p>H. Authorship (10 points for a book and 1 point for each article provided they are on education)</p> <table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">Sole Authorship</td><td style="padding-left: 20px;">10 points</td></tr> <tr><td style="padding-left: 20px;">Co-authorship</td><td style="padding-left: 20px;">5 points</td></tr> <tr><td style="padding-left: 20px;">Article</td><td style="padding-left: 20px;">1 point per article of wide circulation</td></tr> </table> <p>SUPPORTING DOCUMENTS: Copy of the article on education published in magazines for teachers, etc. but not school/organ.</p>	Sole Authorship	10 points	Co-authorship	5 points	Article	1 point per article of wide circulation	10 points																					
Sole Authorship	10 points																											
Co-authorship	5 points																											
Article	1 point per article of wide circulation																											
TOTAL	100 points	100 points																										
<p>Demonstration Teaching</p> <p>1. Copy of lesson plan duly approved by principal & subject area specialist</p> <p>2. Pictures while conducting demonstration</p> <p>3. Certificate of recognition/appreciation</p> <p>4. Attendance sheet of those in attendance during demonstration</p>	10 points																											

PRINTED NAME OVER SIGNATURE _____

DISTRICT RANKING COMMITTEE: _____

DIVISION REVIEW COMMITTEE _____



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Members **MARIA TERESA M. ABSIN**, Chief-SGOD
 JANICE LOURDES S. RESURRECCION, ADOF V
 MELANIE C. ESTENZO, ADOF IV-HRMO
 MARIA ASUNCION G. RAFOLS, MOPSTEA President

Secretariat **CLARIBEL L. RODRIGUEZ**, ADAS III

14. Immediate and wide dissemination of this Memorandum is desired.

EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

~~**JANICE LOURDES S. RESURRECCION**
Administrative Officer V
Officer-In-charge
Office of the Schools Division Superintendent~~

(Handwritten mark)

OSDS-ELO/MAMA/JLSR/mce/symf



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