



February 02, 2016

DIVISION MEMORANDUM

No. 072 s, 2016

ANNOUNCING THE NATURAL VACANT MASTER TEACHER POSITIONS AND REITERATING STRICT ADHERENCE TO GUIDELINES AND PROCEDURES IN RANKING MASTER TEACHERS IN THE DIVISION OF CEBU PROVINCE

To: Division Chiefs/ EPSs/Div. Coordinators
PSDSs/District s In-Charge/Caretakers
School Heads, Teachers (Secondary/Elementary)
Others Concerned

1. This Office informs the field of the following vacant positions for Master Teacher 1 and Master Teacher 2 as of today, February 02, 2016.

DISTRICT/SCHOOL	PLANTILLA NO.	NO. OF VACANT MT POSITIONS			
		ELEM		SECONDARY	
		MT-1	MT-2	MT-1	MT-2
Badian NHS	MTCHR1-511256-1998			1	
Boljoon NHS	MTCHR1-510068-2004			1	
Cogon NHS	MTCHR1-510068-2014			1	
Consolacion NHS	MTCHR2-510002-2003 MTCHR2-510004-2001 MTCHR1-510013-2003			1	2
Sta. Lucia NHS	MTCHR1-510065-2000			1	
Cordova	MTR2-510655-1998		1		
Sta.Fe	MTR2-510756-1998 MTR2-510757-1998 MTR1-511913-1998	1	2		
San Fernando	MTR1-510020-2002 MTR1-510026-2002	2			
Moalboal	MTR1-511379-1998	1			
Bantayan 1	MTR1-511564-1998	1			
Tudela	MTR1-511640-1998	1			
Tabuelan	MTR1-511676-1998 MTR1-511679-1998	2			
TOTAL		8	3	5	2

2. Schools and district offices are then reminded to issue a Memorandum announcing all Master Teacher natural vacant positions and schedule a ranking attaching the following DepEd Issuances as bases:

- MEC Order No. 10, s. 1979 (Implementing Rules and Regulations for the System of Career Progression for Public School Teachers);
- DECS Order #57, s.1997 (Further Implementation of the Career Progression System for Master Teachers);
- Memorandum dated September 10, 2014 by USEC Rizalino D. Rivera;
- Qualification Standards for DepEd's Unique Positions

3. Announcement should be posted in at least three (3) conspicuous places in the schools and district offices for at least fifteen (15) days.

4. In Ranking Master Teachers, attention of all concerned is brought to paragraph 5.a-e of MEC Order #10, s. 1979 for the procedures. It is understood then that the District Selection Committee shall exert all efforts to evaluate thoroughly the documents of all candidates using the above mentioned guidelines/criteria before submitting the list of applicants together with their documents in folders which are properly arranged based on criteria and a copy of the school/district Memo announcing vacancy and call for ranking in the school/district level, to the Division Personnel Selection Board for review.

Note: Only those with attached school/district memo will be accepted for review by the PSB.

5. **Attached also is the List of Required Documents for each criterion for your guidance. It is emphasized that all documents must be satisfied first before a point is credited to an applicant. Documents submitted are subject to validation and verification to encourage honesty and transparency.**

6. Schools/districts **without natural vacancy for MT may still call for a ranking of qualified applicants for "reclassification"** provided that conditions as stipulated in Enclosure to MEC Order #10, s. 1979, are considered. **THOSE WHO CANNOT BE PROMOTED VIA NATURAL VACANCY MAY BE RECOMMENDED FOR RECLASSIFICATION** provided they satisfied all the requirements including the cut-off credit points for reclassification to MT positions.

7. Attention is also called to Enclosure to MEC No.10, s.1979 particularly Par. 6 which stresses that Master Teachers shall have regular teaching loads. Therefore, applicants are advised to submit as well the copies of their Class Programs for the past (three) 3 school years duly approved by proper authorities and the latest appointment.

8. Master Teacher applicants for Secondary shall be ranked by field of Specialization attaching proofs of number of teachers per subject in the school where they are actually teaching.

9. An unannounced mandatory site/ocular visit/in-depth validation will be conducted by the Personnel Selection Board (PSB) to validate applicants' qualifications, meritorious accomplishments, classroom structuring, involvement in school and community activities, and behavior.

Note: Only those who will be found "fit" during the validation process will be recommended for promotion.

10. Districts/schools that have submitted rank list of MT applicants with corresponding documents to the Division Office earlier than this notice which have not been reviewed by the Division PSB yet, may withdraw the same for updating by the applicants. Withdrawal of said application documents must be put in writing. If schools/districts opt not to withdraw folders for updating, a letter signifying such intent should be submitted on or before last working day of February 2016.

11. All applications (including re-submission) must be submitted to the Division Personnel Selection Board (PSB) on or before the last working day of March 2016.

12. Failure to adhere to appropriate guidelines shall be dealt with accordingly.

13. For strict compliance of and widest dissemination to all concerned.


RHEA MARA A. ANGTUD, Ed. D, CESO VI
Schools Division Superintendent