



May 25, 2016

**DIVISION MEMORANDUM**

No. 250, 2016

**SECOND ROUND CALL FOR SUBMISSION OF APPLICATION FOR MASTER TEACHERS ; REITERATION ON THE STRICT ADHERENCE TO APPLICABLE GUIDELINES IN RANKING MASTER TEACHERS AND THE DETAILED DOCUMENTARY EVIDENCES/MEANS OF VERIFICATION NEEDED**

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

1. Based on records, for the Secondary level, only one high school submitted the List of Master Teacher Applicants with corresponding documentary evidences in response to Division Memo 072, s.2016 dated February 02, 2016 entitled, "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."
2. This Office then calls for a Second –Round Submission of List of MT Applicants for both Elementary and Secondary Levels with corresponding documentary evidences as well the District/school memo announcing the ranking of Master Teachers in respective areas on or before last working day of June 2016 c/o HRMO Floren Semblante.
3. This Office reiterates the strict adherence to the following applicable guidelines in ranking Master Teacher Applicants for SY 2016-2017:
  - 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
4. To reiterate further, Master Teachers shall have regular teaching loads. Therefore, applicants are advised to submit as well the copies of their Class and Teachers' Programs for the past (three) 3 school years duly approved by proper authorities and the latest appointment.

5. 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.
6. Attached are the required documentary evidences. All evidences must be satisfied first before a credit point can be given for each Leadership and Potential criterion.
7. For dissemination, information and strict compliance of all concerned.

  
**RHEA MARIA. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent

**REQUIRED PAPERS FOR RANKING OF MASTER TEACHERS  
FOLLOWING THE GIVEN CRITERIA**

**A. Curriculum/Instructional Materials**

1. Copy of Module/Workbook(s) used by whole school or at by least 8 classes in the District with a certification from the teachers using the materials as to its functionality/ effectiveness
2. Effective teaching techniques/strategies introduced.
  - a. Letter proposing the strategy to the School Head/District Supervisor
  - b. Approval to pilot/use/introduce the strategy to School/District
  - c. Lesson Plans
  - d. Evidences of pupil performance  
(Formative/Summative Notebooks with test results showing the number of Pupils Meeting Criterion) or increase in overall performance of whole class/ school and other schools using the strategy shared.
3. Simplification of Work
  - a. Narrative Report with proofs/commendations from school heads/parents;
  - b. Proofs that regular functions have not been sacrificed when dispensing other tasks assigned to.
4. Income Generating Project
  - a. Letter of information to Head of School with project proposal
  - b. Letter of approval from School Head to undertake project
  - c. Daily Sales/Expenses with complete receipts
  - d. Bank deposit
  - e. Evidences that project is pupil managed without jeopardizing academic classes and not violating existing rules and regulations especially on "No Collection Policy".

**B. Subject Coordinator/Grade Chairman**

- a. Designation from School Head
  - b. Plan of Activities for the whole year
  - c. Record of meetings conducted with Agenda and Attendance Sheet
  - d. List of Members
  - e. Copies of programs with pictures and other evidences of implementation of Action Plan
- Note: Look into the **teaching load** that additional assignments are excluded.*

**C. Chairman of Special Committee**

- a. Designation from School Head
- b. Plan of Activities for the whole year
- c. Record of Meetings – Agenda and Minutes with Attendance
- d. Outputs with copies of programs and pictures;

- e. Copies of Instructional materials prepared, copy of school program (schedule of classes for the whole school including teacher and room assignment, subject selection, etc) prepared attested/signed by the committee members, principal, district supervisor

D. Educational Research

- a. Research Proposal submitted and approved by Division Office
  - b. Copy of completed research
- Projects/Researches initiated by DepEd are not given points;*  
*Research must not be one used in Master's/Doctor's Degree*

E. Coordinator of Community Project

- a. Designation from the head of other agency
- b. Plan of Activities for the whole year
- c. Certification that he/she has been assigned as coordinator of project and has dispensed duties very satisfactorily for at least two(2) years
- d. Record of Meetings with Agenda and Attendance of Members
- e. Outputs (in pictures) copies of programs, etc.
- f. Proofs of impact to rural service improvement duly attested by the Designating Official

F. Organized/Managed In-Service Activity

- a. Proposal to hold/conduct activity/addressed to school head
- b. District or School Memorandum with plan of activities
- c. Program/Training Designed prepared, quality assured and duly approved
- d. Session Guides
- e. Monitoring Report

Includes:

- = Attendance of participants
- = Schedule of daily activities with perspective speakers/resource persons
- = Outputs required

G. Meritorious Achievement

Certificates of being a coach/trainer of students/pupils who won/received prizes/commendations or any form of recognition not credited during the last promotion. (Note: Winning Coach Awards considered: 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in the district/division/region/national level. Maximum points is 10.)

H. Authorship

- a. Articles(s) on education published in any educational magazine
- b. Book published and in circulation bearing the name of the applicant as sole author/co-author

**ON DEMONSTRATION TEACHING:**

- a. Copy of the Demonstration Lesson Plan prepared, checked and quality assured and approved by at least the District Supervisor (for MT 1) and by the Division Supervisor (for MT2);
- b. Observation Form accomplished by the highest official present/or official assigned to observe the process of the Demonstration teaching;
- c. Pictures
- d. Attendance Sheets of those attending the Demonstration Teaching conducted at the District Level (for MT 1) and at the Division Level (for MT2)

  
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Schools Division Superintendent