January 3, 2019

DIVISION MEMORANDUM
No. 002, s. 2019

To: Chief Education Supervisors- CID and SGOD
   Elementary and Secondary School Principals/Officers In-Charge
   Division Personnel Selection Board Members
   Unit Heads
   All Concerned

SUBMISSION OF DOCUMENTS AND RANKING OF CANDIDATES FOR MASTER TEACHER II POSITIONS IN ELEMENTARY AND SECONDARY LEVELS

1. The field is hereby informed that there will be a ranking for Master Teacher II positions, both in elementary and secondary levels, preferably, teachers holding Master Teacher I items.

2. Interested and qualified applicants (see attached Qualification Standards) should submit a letter of application to the Office of the Schools Division Superintendent, Attention: The Human Resource Management Officer, on or before January 8, 2019, with the following documents, arranged in accordance with the list below, fastened together (PLEASE DO NOT USE A SLIDER) in a clean, unmarked long Manila File folder, not plastic folders, (USE TAB/INDEX MAKER DIVIDERS for easy access and assessment) for evaluation and ranking purposes:
   a. Application Letter
   b. Recommendation Letter from the School Head
   c. School Screening Committee Certification on the pre-evaluation/assessment of documentary requirements
   d. Updated Service Record
   e. Performance Ratings for the last 2 rating periods (SY 2016-2017 and SY 2017-2018)
   f. Photocopy of PRC License
   g. Transcript of Records
   h. Other documents as contained in MEC Order No. 10, s. 1979

3. It is advised that all photocopied documents are certified by the School Head. Original copies will be required on the actual day of ranking for validation by the Personnel Selection Board.

4. It is understood that applicants who will qualify for the position of Master Teacher are willing to be assigned in any school where their services are necessary.

5. Attached are the Qualification Standards (QS), Documents/Papers Required for Promotion to Master Teacher Position, and Score Sheet for Applicants which should be accomplished and attached to each folder.

6. All School Heads are enjoined to assist, support, and guide all teacher applicants in preparing and finalizing pertinent evidences and documents which shall be arranged accordingly, and properly labeled, using the criteria in giving points for Leadership, Potential and Accomplishments as contained in MEC Order No. 10, s. 1979 (see attached).
7. Applicants are likewise reminded that failure to comply with the documents on or before the due date will no longer be accepted nor entertained.

8. It is desired that this Memorandum be disseminated to all concerned.

JOEL T. TORRECAMPO
Officer In-Charge
Office of the Schools Division Superintendent
Enclosure No. 2, Division Memorandum No. 002 s. 2018

SCORE SHEET FOR MASTER TEACHER APPLICANT

NAME: ____________________________ PRESENT POSITION: ________________
SCHOOL: __________________________ DISTRICT: _________________________

Basic Requirements:
1. Application Letter [ ]
2. Recommendation Letter [ ]
3. School Screening Committee Certification on the [ ]
   pre-evaluation/assessment of documentary requirements
4. Updated Service Record [ ]
5. Performance Ratings for the last 2 rating period
   SY 2016 – 2017 [ ]
   SY 2017 – 2018 [ ]
6. Photocopy of PRC License [ ]
7. Transcript of Records [ ]

Leadership, Potentials and Accomplishments:

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Potential</th>
<th>Accomplishments</th>
<th>Maximum Points</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Introduced IM/IGP/Simplification of Work (A.1,A.2 or A.3)</td>
<td>20</td>
<td>[ ]</td>
<td></td>
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<tr>
<td>B. Served as Chairman/Adviser/Coordinator (B.1,B.2 or B.3)</td>
<td>12</td>
<td>[ ]</td>
<td></td>
<td></td>
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<tr>
<td>C. Served as Chairman (C.1,C.2 or C.3)</td>
<td>12</td>
<td>[ ]</td>
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<tr>
<td>D. Initiated/Headed an Educational Research</td>
<td>12</td>
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<td>E. Coordinator of a Community Project . . .</td>
<td>12</td>
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<td>F. Managed an In-Service Activity (F.1 or F.2)</td>
<td>10</td>
<td>[ ]</td>
<td></td>
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<tr>
<td>G. Trainer or Coach</td>
<td>10</td>
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<tr>
<td>H. Authorship</td>
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Assessed by:


Conforme:

Applicant
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<tr>
<th>Eligibility</th>
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<th>Experience</th>
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Position: Teacher

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<table>
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<th>Qualification Standards</th>
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