Department of Education
Region VI – Western Visayas
**DIVISION OF AKLAN**
Arch. Gabriel M. Reyes St., Kalibo, Aklan

October 30, 2019

**DIVISION MEMORANDUM**
No. 388, s. 2019

**SUBMISSION OF DOCUMENTS FOR MASTER TEACHER III (ELEMENTARY LEVEL) POSITION AND FINAL EVALUATION OF DOCUMENTS OF APPLICANTS TO MASTER TEACHER I AND II (ELEMENTARY LEVEL)**

To: Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
School Heads Concerned
Members of HRMPSB
All Others Concerned

1. This is to announce to the field the call for submission of documents for all qualified applicants to Master Teacher III (Elementary Level) position. The deadline for submission is on November 8, 2019, stamped "Received" by the division office not later than 5:00 p.m.

2. Per DECS Order No. 57, s. 1997, "Further Implementation of the Career Progression System for Master Teachers", **the applicant should meet all of the following to be considered for the position**:

    a. Master Teacher II;
    b. MA in Education or equivalent
        i. The following are considered MA equivalent:
            1. Bachelor's degree for teacher, or equivalent plus 20 years experience and at least 20 units for MA; and
            2. Bachelor's degree for teacher or equivalent plus at least 20 graduate units and at least 18 credit allowances.
    c. Very satisfactory performance rating (at least 35 pts.) as Master Teacher II;
    d. At least 45 points in leadership, potential and achievement provided the accomplishments and achievements cited for this purpose had not been credited for an earlier promotion.

3. In addition, there will be final evaluation of documents of applicants to Master Teacher I and II (Elementary Level). Only those who have submitted their documents on or before the deadline on August 16, 2019 per Division Memorandum 212, s. 2019 will be considered.

4. Only qualified applicants of the districts with available slots for MT I and MT II (Elementary Level) will be submitted to the Regional Office based on DECS Order No. 57, s. 1997. For Master Teacher III (Elementary Level) position, only the top four (4) qualified applicants will be submitted to the Regional Office.

*"May katawhayan ag kalipayan sa among mga escuelahan."*

5. In order to expedite the evaluation process, this Office has assigned division office personnel to comprise the Technical Working Group (TWG) who will conduct the evaluation of documents.

6. **Enclosed are the Timeline and List of Members of the TWG, DECS Order No. 57, s. 1997, and the Evaluation Form (Criteria for Master Teachers) for the guidance of all concerned.**

7. **There will be an orientation meeting of the TWG with the division HRMPSB on November 4, 2019, 8:30 a.m. at the ASJ Hall, Division Office, Kalibo, Aklan.**

8. Expenses incurred relative to the conduct of this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

9. Immediate and widest dissemination of this memorandum is enjoined.

**MIGUEL MAC D. APOSIN, EdD, CESO V**
Schools Division Superintendent

Enclosures: As stated
Reference: DECS Order No. 57, s. 1997
To be indicated in the Perpetual Index
under the following subjects:

POLICY QUALIFICATIONS TEACHERS

*"May katawhayan ag kalipayan sa among mga escuelahan."*

Enclosure to Division Memorandum No. 388, s. 2019

## TIMELINE FOR THE EVALUATION OF DOCUMENTS OF APPLICANTS TO MASTER TEACHER I, II, AND III (ELEMENTARY LEVEL)

| | |
|---|---|
| November 8, 2019 | - Deadline for Submission of Documents (MT III Elementary) |
| November 11-13, 2019 | - Evaluation of Documents |
| November 14, 2019 | - Finalization of Results |
| November 15, 2019 | - Submission to the Regional Office |

## TECHNICAL WORKING GROUP (FOR EVALUATION OF DOCUMENTS)

A. Master Teacher I and II (Elementary Level)

| | |
|---|---|
| a. Group 1 | EPS Ruby Agnes B. Estrada |
| | EPS Ariel Z. Zubiaga |
| | SPSt Roland F. Democrito |
| b. Group 2 | EPS Edselyn T. Biray |
| | EPSt Hadji S. Tropa |
| | AO IV Charo I. Carillo |
| c. Group 3 | EPS Kyzil D. Lipar |
| | EPS Johann C. Cawaling |
| | EPSt Ma. Theresa L. Lao |

B. Master III (Elementary Level)

| | |
|---|---|
| a. Group I | PSDS Lucita P. Recidoro |
| | PSDS Marcelle I. Briones |
| | PSDS Idy R. Pedrita |
| b. Group 2 | PSDS John Razie Z. Isagan |
| | PSDS Rudy R. Magcope |
| | PSDS Jude Ulysses V. Ruiz |
| c. Group 3 | PSDS Arlyn I. Regalado |
| | PSDS Jessie S. Flores |
| | PSDS Kenneth B. Revestir |

C. Secretariat

ITO I Floradel B. Jamero
PDO II Mahnnie Q. Tolentino
ADAS Shena R. Bondad
ADAS Joralyn M. Diaz

Department of Education
Region VI – Western Visayas
**DIVISION OF AKLAN**
Kalibo

## CRITERIA FOR MASTER TEACHER

NAME _____ DISTRICT/SCHOOL _____
PRESENT POSITION _____ DATE OF EFFECTIVITY _____

BASIC REQUIREMENTS:

1. Educational Qualification _____
2. No. of Min./Hrs. (per wk.)
   Teaching Load _____ Gr./Yr. _____ Subject _____
3. PAST (Last 3 yrs. Prior to date of vacancy) 200__ to 200___ - _____
   200__ to 200___ - _____
   200__ to 200___ - _____
4. No. of Teaching Experience _____ (Date of Appt. as Perm.) _____
5. Credit Points for Leadership and Potential;

20 A. Introduced:
   1. Curr. Inst'l Materials _____ _____
   2. Effective Teaching Tech./Str. _____ _____
   3. Simplification of Work _____ _____
   4. Income Generating Proj. _____ _____

12 B. Served as:
   1. District Coordinator _____ _____
   2. Grade/Yr. Chairman _____ _____
   3. Club Adviser _____ _____

12 C. Served as Chairman of Special Committee on:
   1. Curr. Materials _____ _____
   2. Testing Program _____ _____

12 D. Initiated Research Duly Approved
   By the Regional Office _____ _____
12 E. Served as Coordinator of Community Proj. _____ _____
12 F. Organized/Managed In-Service Activities _____
10 G. Credited with Meritorious Achievement as:
   1. Trainor of Coach _____ _____
   (Athletic DECS Sponsored Activity)
   2. Awards _____ _____

10 H. Authorship _____ _____
10 I. Served as DEMONSTRATION TEACH. _____ _____
   Date _____ Subj. Area _____ _____

TOTAL _____

EVALUATORS:

_____ _____
_____ _____
_____ _____

Date: _____

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Meralco Avenue
Pasig, Metro Manila

PHILIPPINES EDUCATION

*Sama-Sama sa DECS*

August 1, 1997

DECS O R D E R
No. 57, s. 1997

FURTHER IMPLEMENTATION OF THE CAREER PROGRESSION SYSTEM FOR MASTER TEACHERS

To: Undersecretaries
Assistant Secretaries
Regional/Bureau/Center Service Directors
Schools Superintendents
District Supervisors

1. Pursuant to Executive Order No. 500 dated March 21, 1978, qualified Master Teacher I/II may now be recommended for reclassification to Master Teacher III/IV on the basis of the criteria given in MEC Order No. 10, s. 1979 (copy inclosed).

2. The number of Master Teacher III positions in each district shall not exceed 25% of the total number of MT I positions. Likewise, the number of MT IV shall not exceed 25% of the present number of MT II positions. The total number of Master Teachers I-IV shall not exceed 10% of the total number of teachers in each district.

To illustrate:

District A has 120 teachers

| | | | | |
|---|---|---|---|---|
| Present number of: | MT I | - 8 | - | 2 |
| | MT II | - 4 | - | 1 |
| | Total: | 12 | | |

Under this DECS Order:

| | | |
|---|---|---|
| MT I | - | 6 |
| MT II | - | 3 |
| MT III | - | 2 |
| MT IV | - | 1 |
| Total: | | 12 |

(Inclosure to DECS Order No. 57, s. 1997)

## CRITERIA FOR MASTER-TEACHER

(Note: A candidate must possess all the qualifications indicated to be considered for the Master Teacher position.)

### Master Teacher I

1. Permanent teacher.
2. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers.
3. Very satisfactory performance rating for the last two years (at least 33 pts.)
4. At least three years experience.
5. At least 25 points in leadership and potential (see attached table) or has been a demonstration teacher on the district level plus 15 points in leadership and potential.

### Master Teacher II

1. Master Teacher I (or ESP I) for at least one year.
2. Very satisfactory rating (at least 33 pts.) as Master Teacher I (or ESP I).
3. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers, plus completion of academic requirements for M.A.
4. At least 30 points in leadership, potential, and achievement, or demonstration teacher on the division level plus 20 points in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotions.

### Master Teacher III

1. Master Teacher II.
2. M.A. in education or equivalent.

The following are considered M.A. equivalent:

a. Bachelor's degree for teacher or equivalent plus 20 years experience and at least 20 units for M.A.

b. Bachelor's degree for teacher or equivalent plus at least 20 graduate units and at least 18 credit allowances (See table of credit allowances.)

3. Very satisfactory performance rating (at least 35 pts.) as Master Teacher II.

4. At least 45 points in leadership, potential and achievement provided the activities or accomplishments cited for this purpose had not been credited for an earlier promotion.

Master Teacher IV

1. Master Teacher III

2. At least an M.A. in Education, MAT, or M.Ed.

3. Outstanding performance rating as Master Teacher III.

4. At least 60 points in leadership, potential, and achievements provided the accomplishments and achievements cited for this purpose had not been credited for an earlier promotion.

3. Corresponding additional guidelines shall be formulated for your guidance in the implementation of this DECS Order.

4. Please be guided accordingly.

RICARDO T. GLORIA
Secretary

Incl.:
As stated

Reference:
MEC Order: (No. 10, s. 1979)

Allotment: 1-3--(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

POLICY
RULES & REGULATIONS
TEACHERS