



Republic of the Philippines
Department of Education
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City



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March 27, 2017

DIVISION MEMORANDUM

NO. 176, s. 2017

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

TO: Assistant Schools Division Superintendent
Education Program Supervisors / Division Coordinators
Public Schools District Supervisors / District-In-Charge
School Heads, Teachers (Secondary/Elementary)
Others Concerned

1. This office is informing the field of the following vacant positions for Master Teacher 1 and Master Teacher 2 as of today, March 27, 2017.

DISTRICT	NO. OF VACANT MASTER TEACHER POSITIONS			
	ELEMENTARY		SECONDARY	
	MT - 1	MT - 2	MT - 1	MT - 2
1st CONGRESSIONAL				
AYUNGON		1		
CANLAON		1		
LA LIBERTAD	1	2		
TAYASAN		1		
2nd CONGRESSIONAL				
AMLAN		2		
SAN JOSE	1	1		
SIBULAN		1		
MABINAY		1		
NOHS			2	2
Manjuyod NHS			1	
Siaton NHS			1	
3rd CONGRESSIONAL				
DAUIN	1			
STA. CATALINA		1		
SIATON		1		
VALENCIA		1		
ZAMBOANGUITA		1		
TOTAL	3	14	4	2



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2. Schools and district offices are then reminded to issue a Memorandum announcing all Master Teacher natural vacant positions attaching MEC Order No. 10, 1979 (which has not been rescinded yet) entitled, "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers" as basis.
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 No. 10, s. 1979 for the procedures. It is understood then that the District Selection Committee shall go over the papers of all candidates and submit to the Division Committee the list of applicants together with their documents in folders which are properly arranged based on criteria.
5. Schools/Districts without natural vacancy for MT may still call for a ranking of qualified applicants for "reclassification" provided, conditions as stipulated in Enclosure to MEC Order No. 10, s. 1979, are considered.
6. 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 especially for Master Teacher applicants.
Note: Only those who will be found "fit" during the validation process will be recommended for promotion.
7. Districts that have submitted list of MT applicants with corresponding documents **WITH ATTACHED DISTRICT MEMO ANNOUNCING ABOUT THE VACANCIES AND THE RANKING PROCEDURES AND SCHEDULE as required (ref. Div. Memo 77, s. 2014)** 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 May 15, 2017.
8. All MT applications submitted up to May 15, 2017 will be reviewed by the Division PSB starting May 16, 2017.
9. For strict compliance of and widest dissemination to all concerned.

SALUSTIANO T. JIMENEZ, LL.B., CESO VI

OIC – Office of the Assistant Regional Director

Concurrent OIC – Office of the Schools Division Superintendent

:LTC/plaf-03-003

REPUBLIC OF THE PHILIPPINES
MINISTRY OF EDUCATION AND CULTURE
(MINISTRY OF EDUCATION AND CULTURE)
Manila

January 31, 1979

MEC - O R D E R
No. 10, s. 1979

IMPLEMENTING RULES AND REGULATIONS FOR THE SYSTEM
OF CAREER PROGRESSION FOR PUBLIC SCHOOL TEACHERS

TO: Bureau Directors
Regional Directors
School Superintendents

1. Inclosed are the rules and regulations for the implementation of Executive Order No. 500 of the President dated March 21, 1978, entitled "Establishing a New System of Career Progression for Public School Teachers", as promulgated by the Civil Service Commission, the Budget Commission and this Office.

2. It is desired that, immediately upon receipt of this MEC Order, school division superintendents prepare a selection committee in the division office, and a selection committee in each district, for purposes of screening candidates and determining those who should be appointed to Master Teacher I position. The candidates should be determined before March 1, 1979.

3. Initially, since there are 15,000 positions available, the number of Master Teacher I positions allotted to each district may be estimated by multiplying the number of teachers in the district by .05. This Office will send to the division the final number of Master Teacher I positions to be each district. It must be noted that these are not new positions and therefore no new appointments. The number of teachers in a district remain the same but those appointed Master Teachers only get augmentation in pay retaining their usual items.

4. The following procedure is suggested in selecting such candidates:

- a. Wide publicity should be given in every district in the division to the rules and regulations, particularly the criteria for Master Teachers.

- b. School principals and division supervisors should be asked to submit to the district committee the names of candidates for Master Teacher together with all supporting papers in accordance with the aforementioned criteria.
- c. The tentative list of Master Teacher candidates in the district should be posted in all schools so that any teacher who feels she deserves to be on the list but has not been included, may request inclusion of her name provided she can present supporting papers to justify her claim. To obviate the possibility of deserving teachers being by-passed by the District Selection Committee, a teacher who feels that her justified request had been ignored, may bring her case direct to the division selection committee.
- d. The District Selection Committee shall go over the papers of the candidates and submit to the Division Committee the names of those recommended for Master Teacher position, listing the names according to rank.
- e. The District Committee shall review all the recommendations for the district, carefully checking whether all the candidates meet the criteria specified. It shall certify that the candidates meet the requirements and the supporting documents are authentic.
- f. The Division Committee will rank all candidates from the districts and shall recommend to the superintendent the nominees in accordance with the number allotted. The superintendent shall make the final recommendation to the Regional Director who issues the appointments for the position.
5. The Regional Director shall create a special committee to review all recommendations of the divisions before making the final decision on who should be issued appointments as Master Teachers.
6. It is understood that Regional Directors shall be held responsible for any irregularity in the appointment

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of Master Teachers. They are therefore enjoined to observe the utmost care and fairness in making such appointments, instituting checking measures down to school level.

7. The schools division superintendent shall direct principals, district supervisors, and division supervisors to see to it that maximum and optimum use is made of the Master Teachers.

8. Regional directors shall furnish the Ministry of Education and Culture with a list, by divisions and by districts, of all those to be issued appointments as Master Teacher I.

(SGD.) JUAN L. MANUEL
Minister of Education and Culture

Incl.:
As stated

Reference: None

Allotment: 1-2--(D.O. 1-76)

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
FUNDS
LEGISLATION
QUALIFICATIONS
SALARY
TEACHERS

TABLE OF CREDIT ALLOWANCES

(To offset deficiency in educational preparation or years of service requirement for purposes of determining MA equivalent).

NOTE: Any activity or accomplishment already used for an earlier promotion may not be used for the next promotion. For example: if a scholarship of one year in 1975 has been credited for Master Teacher I, the same may not be credited for purposes of promotion to Master Teacher II.

A. Scholarships/Training grants without academic credits, in educational fields

1 year scholarship	- 5 units
10 months scholarship/training	- 3 "
6-9 mos. " "	- 2 "
2-5 mos. " "	- 1 unit
1 month and below " "	- .5 unit

B. Awards/commendations (for excellence in any aspect of education) given by MSC officials

National Award	- 5 units
Regional Award	- 4 units
Division Award	- 2 units
District Award	- 1 unit

C. Official educational travel outside the country: for every travel abroad of at least 1 week - 1 unit; 2 weeks or more - 2 units

D. In-service Training - seminars, workshops

Seminars on relevant subject areas	- 1 unit for every 15 hours
Workshops on relevant subject areas	- 1 unit for every 15 hours
Work Conferences on relevant subject areas	- 1 unit for every 15 hours

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

I. 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.

(Inclosure to MEC Order No. 10, s. 1979)

**RULES AND REGULATIONS FOR THE IMPLEMENTATION OF THE
SYSTEM OF CAREER PROGRESSION FOR PUBLIC SCHOOL
TEACHERS**

1. Only those who are actually teaching shall be considered for Master Teacher position. This includes teachers who besides providing special services have regular teaching loads.
2. Master teachers shall be selected on the basis of the enclosed criteria. It is stressed that a candidate must possess all the qualifications specified. Unless otherwise indicated, no substitutions for the qualifications required shall be allowed.
3. Positions for Master Teacher shall be allotted by divisions proportionally on the basis of number of teachers. The number of positions for the division shall likewise be distributed proportionally among all districts.
4. If the number of qualified candidates in the division exceeds the number of positions allotted, all qualified candidates shall be ranked, and the positions awarded on the basis of the ranking. Qualified candidates who cannot be issued appointments as Master Teacher for reasons of unavailability of position, shall automatically be ranked with candidates for the next succeeding year.
5. If there are not enough qualified teachers in the district to fill the number of Master Teacher positions allotted to it, the positions may be filled by qualified teachers from other districts provided however that such teachers shall serve in the district where the Master Teacher positions have been allotted.
6. Master Teachers shall have regular teaching loads. In addition, they are expected to assist other teachers in the school or district toward improving their competence, take the leadership in the preparation of instructional and other materials or perform such other functions commensurate with their capabilities, as the principal may assign. Master Teachers may also be required to serve as demonstration teachers or teacher-consultants in other schools in the district.

7. All Master Teachers shall be administratively under the school head/s where they are assigned notwithstanding their rank and salary.

8. The rates of compensation of the different levels of Master Teacher positions shall correspond to those in the administrative group as follows:

Master Teacher I	- Principal I
Master Teacher II	- Principal II
Master Teacher III	- Principal III
Master Teacher IV	- Principal IV

9. As indicated in Executive Order No. 500, there shall be no switching from one career line to another unless it is clearly demonstrated that the individual possesses the necessary qualifications for the other career line and such qualifications exceed those of individuals in the career line who may also be considered for any existing vacancy. For example, a Master Teacher I who desires to switch to the Administrative Group may be considered for promotion to Principal II if he possesses all the qualifications for Principal II and he outranks all the Principals I who are aspiring for the position. Likewise, a Principal III may switch to Master Teacher IV only if he possesses all the qualifications for Master Teacher IV and such qualifications exceed those of Master Teachers III in the division who are candidates for Master Teacher IV position.

10. Master Teachers IV may be considered, together with district supervisors, for promotion to higher positions provided they possess all the requirements for the positions.

11. Initially, there shall be 15,000 positions for Master Teachers for elementary school teachers. Positions for Master Teachers II, III, and IV will subsequently be created.

12. Positions for Master Teachers in the secondary level may be created by the local governments or schools concerned provided they are given on the basis of the criteria specified.

EDUARD L. MANUEL
Minister of Education
and Culture

(SGD.) JACOBO C. CLAVE
Chairman, Civil Service
Commission and Presidential
Executive Assistant

(SGD.) JAIME C. LAYA
Minister of the Budget

CREDIT POINTS FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS

	Maximum Number of Points
a. Introduced any of the following which has been adopted or used by the school or district	20 points for any one of the items
- Curriculum or instructional materials	
- Effective teaching techniques or strategies	
- Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction	
- A worthwhile income generating project for pupils given recognition by higher officials in the division	
b. Served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc. and discharged such assignment satisfactorily for at least two years provided such assignments or services are in addition to, and not considered part of, the regular teaching load	12 points
c. Served as chairman of a special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program, and discharged the work efficiently	12 points
d. Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, or for improvement of teacher welfare	12 points
For participation as member of such activity	(7 points)
e. Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agricultural fairs, etc., for at least two years	12 points

For participation as member of such activity
(7 points).

- f. Organized/managed an in-service activity or other similar activities at least on the school level

12 points

- g. Credited with meritorious achievements such as

10 points

- (1) Trainer of or coach to contestants who receive prizes, commendations or any form of recognition:

National winner	10 pts.
Regional winner	5 pts.
Division winner	3 pts.

- (2) Athletic coach of athletes or teams who won prizes as follows:

National level	10 pts.
Regional level	5 pts.
Provincial level	3 pts.
District level	1 pt.

- (3) Coordinator of Boy Scout or Girl Scout activities:

National level	10 pts.
Regional level	5 pts.
Provincial level	3 pts.
District level	1 pt.

- h. Authorship

10 points

- (10 points for a book and 1 point for each article provided they are on educational

Solo Authorship	10 pts.
Co-authorship	5 pts.
Articles	1 pt. per article

200 points