



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

02 May 2023

**DIVISION MEMORANDUM**

No. 128, s. 2023

**CALL FOR SUBMISSION OF APPLICATION FOR MASTER TEACHERS OF  
SENIOR HIGH SCHOOL  
EFFECTIVE SCHOOL YEAR 2023 - 2024**

**TO:** Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office requests all schools and learning centers to submit the pertinent papers of qualified applicants on or before May 12, 2023, of the following vacant positions:

LEVEL	SCHOOL/DISTRICT	POSITION TITLE	ITEM NUMBER
SHS	TAYSAN SHS/ SAN JOSE	MASTER TEACHER II (Academic - Science)	OSEC-DECSB- MTCHR2-270117-2016
SHS	MATAAS NA KAHOY SHS/MATAAS NA KAHOY	MASTER TEACHER I (Academic - Mathematics)	OSEC-DECSB- MTCHR1-270140-2016

2. To further achieve the principles of merit and fitness, objectivity, and uniformity in evaluation, and to recognize the value of Equal Employment Opportunity Principle (EEOP) in the evaluation of applicants, all interested and qualified applicants are enjoined to apply regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class and political affiliations.
3. For ease of consolidation and retrieval, the following steps shall be undertaken:
  - 3.1 Applicants are required to register using their respective Gmail account via this online link; <https://bit.ly/SDObatangasApplicantProfile> prior to the evaluation that will be announced in a separate memorandum.

DEPEDBATS-ODS-F-009/R1/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City  
☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662  
✉[deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)  
🌐[www.depedbatangas.org](http://www.depedbatangas.org)



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- 3.2 Please submit the Documentary Requirements for application (*Enclosure 1*) and use the score sheet (*Enclosure 2*) as a guide for accomplishments, leadership, and potential.
  - 3.3 Index tab/ custom tab dividers should be attached for ease on evaluation for the Human Resource Merit Promotion and Selection Board (HRMPSB) Technical Working Group (TWG).
4. Please be also guided by the following attached Enclosures to this Division Memorandum:
- 4.1 Enclosure 3: MEC Order No. 10 s. 1979, "*Implementing rules and regulations for the system of career progression for public schools teachers*".
  - 4.2 Enclosure 4: CSC Prescribed Qualification Standards (QS) and DepEd Preferred Qualifications for Master Teacher Position
  - 4.3 Enclosure 5: Key Result Area (KRA) and Duties and Responsibilities of Master Teacher.
5. The specific dates and schedule of the entire selection process are as follows:

<b>DATE</b>	<b>ACTIVITIES</b>	<b>COMMITTEE RESPONSIBLE</b>
May 12, 2023	Deadline of submission Pertinent documents to Division Office	Applicants
May 15-16, 2023	Deadline of Initial Evaluation	Personnel Section
May 17-21, 2023	Division Evaluation of Qualified Applicants	Division HRMPSB Members and TWG

6. All committee members are advised to be guided by the different issuances of the Department on recruitment, selection, evaluation and ranking of teacher-applicants.
7. Strict compliance and dissemination of this memorandum to all concerned.

  
**MARITES A. IBAÑEZ, CESO V**  
Schools Division Superintendent

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**Enclosure 1**

**DOCUMENTARY REQUIREMENTS:**

- a. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (DO 09, s 2023 Annex C), notarized by authorized official;
- b. Letter of intent addressed to the Head Office, or to the highest human resource officer designated by the Head of Office;
- c. Duly accomplished PDS (CSC Form 212, Revised 2017) with Work Experience Sheer, if applicable;
- d. Photocopy of valid and updated PRC License/ID, if applicable
- e. Photocopy of Certificate of Eligibility/ Rating (LET), if applicable;
- f. Photocopy of scholastic/ academic record such as but not limited to Transcript of Records (TOR) and Diploma including completion of graduate and post-graduate units/ degrees, if applicable
- g. Photocopy of Certificate/ s of Training, if applicable;
- h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/ are applicable;
- i. Photocopy of latest appointment, if applicable
  - j. Photocopy of Performance Rating covering three (3) years performance

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**SCORE SHEET FOR MASTER TEACHER I (SHS)**

Applicant's Name: \_\_\_\_\_ School: \_\_\_\_\_  
 Present Position: \_\_\_\_\_ District: \_\_\_\_\_  
 Nature of Application: \_\_\_\_\_ Track: \_\_\_\_\_

Required Qualification/Entry Requirements	REMARKS	
<p><b><u>For Natural Vacancy</u></b></p> <ul style="list-style-type: none"> <li>✓ Relevant Master's degree</li> <li>✓ 8 hours of relevant training to the subject of specialization</li> <li>✓ 4 years of relevant teaching/ industry work experience</li> <li>✓ LET/PBET passers</li> </ul> <p><i>Note: No additional documents will be accepted after the scheduled date of submission to the Division Office.</i></p>	<p>Authenticated TOR: _____</p> <p>PRC License: _____</p> <p>Service Record: _____</p> <p>Latest Appointment: _____</p> <p>Date of Last Promotion: _____</p> <p>Performance Rating (3 VS) : _____</p> <p>_____</p> <p>_____</p>	
LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS (At least 25 points)	<u>REMARKS / COMMENTS</u>	<u>POINTS EARNED</u>
<p>A. Introduced <b>any</b> of the following which has been adopted or used by the school or district/division-</p> <p>1. <u>Curriculum or instructional materials</u></p> <ul style="list-style-type: none"> <li>a. Approved Project Proposal</li> <li>b. Copy of the Curriculum Material</li> <li>c. Summary of the Results of its Effectiveness</li> <li>d. Certification coming from either the District Supervisor or Education Program Supervisor in charge of the learning area that it has been adopted in the school and validated to be effective.</li> </ul>	<p><b>(20 pts maximum)</b></p> <p>_____</p> <p>_____</p>	<p align="center"><b>Sub-total</b></p>
<p>2. <u>Effective teaching techniques or strategies</u></p> <p><b>2.1</b></p> <ul style="list-style-type: none"> <li>a. Certification of the demonstration teaching made corroborated by at least five (5) of the Teacher observers</li> <li>b. Certification that the teaching techniques or strategies introduced were used by the school / district signed by School Head and District Supervisor</li> <li>c. Copy of the Lesson Plan showing effective teaching techniques or strategies duly approved by the School Head</li> <li>d. Program of Activities when demonstration teaching was made signed by proper authorities</li> </ul> <p><b>2.2</b></p> <ul style="list-style-type: none"> <li>A. Concept Paper</li> <li>B. Certification coming from either</li> </ul> <p><i>Note: May choose item between 2.1 or 2.2 but with complete documents</i></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p align="center"><b>Sub-total</b></p>





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<p>3. <u>Simplification of work as in reporting system, record keeping or procedures that resulted in cost reduction/INNOVATION</u></p> <p>a. Certification for Simplification of Work that resulted to cost reduction, corroborated by five (5) teachers _____</p> <p>b. Letter request to the SDS to adopt the originally made material for the Simplification of Work _____</p> <p>c. Description of work/ reporting system/record keeping or procedure that resulted in cost reduction _____</p> <p>d. Proposal and Work Plan for the implementation _____</p> <p>e. School memorandum _____</p> <p>f. Accomplishment Report (Narrative and Pictorial) _____</p> <p><i>If Continuous Improvement Project is used, the maximum points (20) shall be divided to the number of team members.</i></p>		<b>Sub-total</b>
<p>4. Worthwhile Income Generating Project (IGP) for <b>pupils</b> given due recognition by the higher officials of the division</p> <p>a. Certification for being the proponent of an IGP for two (2) consecutive schools' years as corroborated by five (5) Teachers. _____</p> <p>b. Letter request to the PSDS or Representative to conduct an IGP _____</p> <p>c. IGP Proposal including Work Plan and Beneficiaries _____</p> <p>d. Progress and Accomplishment Report (Narrative, Testimonials and Pictorial) _____</p> <p>e. Financial Statement _____</p>		<b>Sub-total</b>
<p>B. Served as subject coordinator or grade chairman for at least one (1) year or as adviser of school publication or any special organization like dramatic club, glee club, science club, etc. and discharged such assignments satisfactory for at least (2) years provided such assignments or services are in addition to, and not considered part of the regular teaching load.</p> <p>a. As subject coordinator/grade chairman</p> <p>1. Official Designation _____</p> <p>2. Accomplishment Reports (Narrative and Pictorials) for the past three (3) years _____</p> <p>3. Teachers program _____</p> <p>4. Approved official teachers load _____</p>	<b><u>12 points</u></b>	<b>Sub-total</b>
<p>C. Served as chairman of a special committee, such as curriculum study committee to prepare instructional materials; and or committee to prepare school program, and discharged work with utmost efficiency.</p> <p>Supporting Documents:</p> <p>1. Certification _____</p>	<b><u>12 points</u></b>	





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<ul style="list-style-type: none"> <li>2. Corroboration (at least 5, duly certified)</li> <li>3. Memorandum</li> <li>4. Accomplishment Report (Narrative and Pictorial)</li> <li>5. Output of the Committee</li> </ul>	<p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>	<p style="text-align: center;"><b>Sub-total</b></p>
<p>D. Initiated or headed or participated in an educational research activity duly approved by educational authorities either for improvement of instructions, for community development, or for teacher welfare.</p> <p>Supporting Documents:</p> <ul style="list-style-type: none"> <li>a. Certifications as required in Unnumbered RM on Intensifying Research in Schools issued on March 2, 2015</li> <li>b. Research Itself</li> <li>c. Output of the Research</li> <li>d. Research Report</li> </ul> <p>Sole Proponent: 12 pts.          Member/Participants: 7 pts.</p>	<p style="text-align: center;"><b><u>12 points</u></b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>	<p style="text-align: center;"><b>Sub-total</b></p>
<p>E. Coordinator for 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, Agri-industrial fairs, etc. for the last two ( ) years or projects not credited in the last promotion.</p> <ul style="list-style-type: none"> <li>1. Organizational/Barangay Resolution for the Designation (2 pts.)</li> <li>2. Progress Report for 2 years (Before and After) (4 pts.)</li> <li>3. Approved Project Proposal (4 pts.)</li> <li>4. Impact Study (if Research-based)(2 pts.)</li> </ul> <p>Coordinator: 12 pts          Member/Participant: 7 pts.</p>	<p style="text-align: center;"><b><u>12 points</u></b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>	<p style="text-align: center;"><b>Sub-total</b></p>
<p>F. Organized / Managed an in-service activity or other similar activities at least on the school level (at least two days INSET)</p> <ul style="list-style-type: none"> <li>1. Approved Training/LAC Design/Proposal by the Division Representative</li> <li>2. Memorandum showing the designation as chairman or member</li> <li>3. Completion Report/Attendance</li> </ul> <p>School level: 6 points each (with complete documentary requirements)  District Level: 12 points (with complete documentary requirements)</p>	<p style="text-align: center;"><b><u>12 points</u></b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>	<p style="text-align: center;"><b>Sub-total</b></p>
<p>G. Credited with meritorious achievements such as:  For different event: Cumulative but not to exceed 10 points, for the same event ; the highest level</p>	<p style="text-align: center;"><b><u>10 points</u></b></p>	





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1. Trainer or coach of contestants who received prizes, commendations, or any form of recognition:
- Certification as trainer/coach/coordinator issued by authorities concerned
  - Certificate of Recognition awarded/received signed by proper school officials.
  - Award/commendation/citation given to winning pupil/group contestants trained, coached and signed by proper school officials.
  - Program of Activities of the Contests/ Competition/ Quiz.

National	10 points
1 <sup>st</sup> Prize	10
2 <sup>nd</sup> Prize	8
3 <sup>rd</sup> Prize	6

Regional	5 points
1 <sup>st</sup> Prize	5
2 <sup>nd</sup> Prize	4
3 <sup>rd</sup> Prize	3

Provincial	3 points
1 <sup>st</sup> Prize	3
2 <sup>nd</sup> Prize	2
3 <sup>rd</sup> Prize	1

District	1 point
1 <sup>st</sup> Prize	1
2 <sup>nd</sup> Prize	.75
3 <sup>rd</sup> Prize	.5

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**Sub-total**





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2. Awards received as member/coordinator of Boy Scout/Girl Scout/Red Cross activities:
- a. Certificate of Recognition as coordinator of Boy/Girl Scout/Red Cross activities signed by proper authorities

National	10 points
1 <sup>st</sup> Prize	10
2 <sup>nd</sup> Prize	8
3 <sup>rd</sup> Prize	6

Regional	5 points
1 <sup>st</sup> Prize	5
2 <sup>nd</sup> Prize	4
3 <sup>rd</sup> Prize	3

Provincial	3 points
1 <sup>st</sup> Prize	3
2 <sup>nd</sup> Prize	2
3 <sup>rd</sup> Prize	1

District	1 point
1 <sup>st</sup> Prize	1
2 <sup>nd</sup> Prize	.75
3 <sup>rd</sup> Prize	.5

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**Sub-total**

3. Coordinator of BSP or GSP Activities:

National	10 points
Regional	5 points
Provincial	3 points
District	1 point
School	.5 point

H. Authorship

**\*Highest points**

Ten (10) points for a book and one (1) point each for each article provided they are in the field of education.

Book:

1. Copy of the published book
2. Copy of the Certificate of Copyright Registration for authorship of a book
3. Certification from the publisher

Article:

1. Copy of the published article/s
2. Certificate of publication

Sole authorship	10 points
Co-authorship	5 points
Article	1 point per article

**10 points**

\_\_\_\_\_

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\_\_\_\_\_

**Sub-total**







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<b>SUMMARY OF RATINGS</b>		
A. Introduced any of the following which has been adopted or used by the school or district/division - Curriculum or instructional materials - Effective Teaching Techniques or Strategies - Simplification of work as in reporting system, record keeping or procedures that resulted in cost reduction - Worthwhile Income Generating Project (IGP) for pupils given due recognition by the higher officials of the division		
B. Served as subject coordinator or grade chairman for at least one (1) year or as adviser of school publication or any special organization like dramatic club, glee club, science club, etc. and discharged such assignments satisfactory for at least (2) years provided such assignments or services are in addition to, and not considered part of the regular teaching load.		
C. Served as chairman of a special committee, such as curriculum study committee to prepare instructional materials; and or committee to prepare school program, and discharged work with utmost efficiency.		
D. Initiated or headed or participated in an educational research activity duly approved by educational authorities either for improvement of instructions, for community development, or for teacher welfare.		
E. Coordinator for 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, Agri-industrial fairs, etc. for the last two (2) years or projects not credited in the last promotion.		
F. Organized / Managed an in-service activity or other similar activities at least on the school level (at least two days INSET)		
G. Credited with meritorious achievements such as: For different event: Cumulative but not to exceed 10 points, for the same event; the highest level		
H. Authorship		
<b>GRAND TOTAL</b>		

\_\_\_\_\_  
Signature of Applicant



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COMMENTS/RECOMMENDATIONS:

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REVIEWED AND EVALUATED BY:

**DIVISION SELECTION COMMITTEE**

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**SCORE SHEET FOR MASTER TEACHER II (SHS)**

Applicant's Name: \_\_\_\_\_ School: \_\_\_\_\_  
 Present Position: \_\_\_\_\_ District: \_\_\_\_\_  
 Nature of Application: \_\_\_\_\_ Track: \_\_\_\_\_

Required Qualification/Entry Requirements	REMARKS	
<p><b><u>For Natural Vacancy</u></b></p> <ul style="list-style-type: none"> <li>✓ Relevant Master's degree</li> <li>✓ 12 hours of relevant training to the subject of specialization</li> <li>✓ 5 years of relevant teaching/ industry work experience</li> <li>✓ LET/PBET passers</li> </ul> <p><i>Note: No additional documents will be accepted after the scheduled date of submission to the Division Office.</i></p>	Authenticated TOR: _____  PRC License: _____ Service Record: _____ Latest Appointment: _____ Date of Last Promotion: _____ Performance Rating (3 VS) : _____ _____ _____	
LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS (At least 25 points)	REMARKS / COMMENTS	POINTS EARNED
A. Introduced <b>any</b> of the following which has been adopted or used by the school or district/division- <ol style="list-style-type: none"> <li>1. <u>Curriculum or instructional materials</u> <ol style="list-style-type: none"> <li>a. Approved Project Proposal</li> <li>b. Copy of the Curriculum Material</li> <li>c. Summary of the Results of its Effectiveness</li> <li>d. Certification coming from either the District Supervisor or Education Program Supervisor in charge of the learning area that it has been adopted in the school and validated to be effective.</li> </ol> </li> </ol>	<b>(20 pts maximum)</b>  _____  _____	_____  _____  _____  _____
2. <u>Effective teaching techniques or strategies</u> <ol style="list-style-type: none"> <li>2.1                             <ol style="list-style-type: none"> <li>a. Certification of the demonstration teaching made corroborated by at least five (5) of the Teacher observers</li> <li>b. Certification that the teaching techniques or strategies introduced were used by the school / district signed by School Head and District Supervisor</li> <li>c. Copy of the Lesson Plan showing effective teaching techniques or strategies duly approved by the School Head</li> <li>d. Program of Activities when demonstration teaching was made signed by proper authorities</li> </ol> </li> <li>2.2                             <ol style="list-style-type: none"> <li>A. Concept Paper</li> <li>B. Certification coming from either</li> </ol> </li> </ol>	_____  _____  _____  _____	_____  _____  _____  _____
<p><i>Note: May choose item between 2.1 or 2.2 but with complete documents</i></p>	_____  _____	_____  _____





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<p>3. <u>Simplification of work as in reporting system, record keeping or procedures that resulted in cost reduction/INNOVATION</u></p> <ol style="list-style-type: none"> <li>a. Certification for Simplification of Work that resulted to cost reduction, corroborated by five (5) teachers</li> <li>b. Letter request to the SDS to adopt the originally made material for the Simplification of Work</li> <li>c. Description of work/ reporting system/record keeping or procedure that resulted in cost reduction</li> <li>d. Proposal and Work Plan for the implementation</li> <li>e. School memorandum</li> <li>f. Accomplishment Report (Narrative and Pictorial)</li> </ol> <p><i>If Continuous Improvement Project is used, the maximum points (20) shall be divided to the number of team members.</i></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;"><b>Sub-total</b></p>
<p>4. Worthwhile Income Generating Project (IGP) for <b>pupils</b> given due recognition by the higher officials of the division</p> <ol style="list-style-type: none"> <li>a. Certification for being the proponent of an IGP for two (2) consecutive schools' years as corroborated by five (5) Teachers.</li> <li>b. Letter request to the PSDS or Representative to conduct an IGP</li> <li>c. IGP Proposal including Work Plan and Beneficiaries</li> <li>d. Progress and Accomplishment Report (Narrative, Testimonials and Pictorial)</li> <li>e. Financial Statement</li> </ol>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;"><b>Sub-total</b></p>
<p>B. Served as subject coordinator or grade chairman for at least one (1) year or as adviser of school publication or any special organization like dramatic club, glee club, science club, etc. and discharged such assignments satisfactory for at least (2) years provided such assignments or services are in addition to, and not considered part of the regular teaching load.</p> <ol style="list-style-type: none"> <li>a. As subject coordinator/grade chairman               <ol style="list-style-type: none"> <li>1. Official Designation</li> <li>2. Accomplishment Reports (Narrative and Pictorials) for the past three (3) years</li> <li>3. Teachers program</li> <li>4. Approved official teachers load</li> </ol> </li> </ol>	<p style="text-align: center;"><b><u>12 points</u></b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;"><b>Sub-total</b></p>
<p>C. Served as chairman of a special committee, such as curriculum study committee to prepare instructional materials; and or committee to prepare school program, and discharged work with utmost efficiency.</p> <p>Supporting Documents:</p> <ol style="list-style-type: none"> <li>1. Certification</li> </ol>	<p style="text-align: center;"><b><u>12 points</u></b></p>	





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<ul style="list-style-type: none"> <li>2. Corroboration (at least 5, duly certified)</li> <li>3. Memorandum</li> <li>4. Accomplishment Report (Narrative and Pictorial)</li> <li>5. Output of the Committee</li> </ul>	<p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>	<hr style="border: 1px solid black;"/> <b>Sub-total</b>
<p>D. Initiated or headed or participated in an educational research activity duly approved by educational authorities either for improvement of instructions, for community development, or for teacher welfare.</p> <p>Supporting Documents:</p> <ul style="list-style-type: none"> <li>a. Certifications as required in Unnumbered RM on Intensifying Research in Schools issued on March 2, 2015</li> <li>b. Research Itself</li> <li>c. Output of the Research</li> <li>d. Research Report</li> </ul> <p>Sole Proponent: 12 pts.          Member/Participants: 7 pts.</p>	<p><b><u>12 points</u></b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>	<hr style="border: 1px solid black;"/> <b>Sub-total</b>
<p>E. Coordinator for 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, Agri-industrial fairs, etc. for the last two ( ) years or projects not credited in the last promotion.</p> <ul style="list-style-type: none"> <li>1. Organizational/Barangay Resolution for the Designation (2 pts.)</li> <li>2. Progress Report for 2 years (Before and After) (4 pts.)</li> <li>3. Approved Project Proposal (4 pts.)</li> <li>4. Impact Study (if Research-based)(2 pts.)</li> </ul> <p>Coordinator: 12 pts          Member/Participant: 7 pts.</p>	<p><b><u>12 points</u></b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>	<hr style="border: 1px solid black;"/> <b>Sub-total</b>
<p>F. Organized / Managed an in-service activity or other similar activities at least on the school level (at least two days INSET)</p> <ul style="list-style-type: none"> <li>1. Approved Training/LAC Design/Proposal by the Division Representative</li> <li>2. Memorandum showing the designation as chairman or member</li> <li>3. Completion Report/Attendance</li> </ul> <p>School level: 6 points each (with complete documentary requirements)  District Level: 12 points (with complete documentary requirements)</p>	<p><b><u>12 points</u></b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>	<hr style="border: 1px solid black;"/> <b>Sub-total</b>
<p>G. Credited with meritorious achievements such as:  For different event: Cumulative but not to exceed 10 points, for the same event ; the highest level</p>	<p><b><u>10 points</u></b></p>	





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

1. Trainer or coach of contestants who received prizes, commendations, or any form of recognition:
- Certification as trainer/coach/coordinator issued by authorities concerned
  - Certificate of Recognition awarded/received signed by proper school officials.
  - Award/commendation/citation given to winning pupil/group contestants trained, coached and signed by proper school officials.
  - Program of Activities of the Contests/ Competition/ Quiz.

National	10 points
1 <sup>st</sup> Prize	10
2 <sup>nd</sup> Prize	8
3 <sup>rd</sup> Prize	6

Regional	5 points
1 <sup>st</sup> Prize	5
2 <sup>nd</sup> Prize	4
3 <sup>rd</sup> Prize	3

Provincial	3 points
1 <sup>st</sup> Prize	3
2 <sup>nd</sup> Prize	2
3 <sup>rd</sup> Prize	1

District	1 point
1 <sup>st</sup> Prize	1
2 <sup>nd</sup> Prize	.75
3 <sup>rd</sup> Prize	.5

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**Sub-total**





**Republic of the Philippines**  
**Department of Education**  
 REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

2. Awards received as member/coordinator of Boy Scout/Girl Scout/Red Cross activities:
- a. Certificate of Recognition as coordinator of Boy/Girl Scout/Red Cross activities signed by proper authorities

National	10 points
1 <sup>st</sup> Prize	10
2 <sup>nd</sup> Prize	8
3 <sup>rd</sup> Prize	6

Regional	5 points
1 <sup>st</sup> Prize	5
2 <sup>nd</sup> Prize	4
3 <sup>rd</sup> Prize	3

Provincial	3 points
1 <sup>st</sup> Prize	3
2 <sup>nd</sup> Prize	2
3 <sup>rd</sup> Prize	1

District	1 point
1 <sup>st</sup> Prize	1
2 <sup>nd</sup> Prize	.75
3 <sup>rd</sup> Prize	.5

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**Sub-total**

3. Coordinator of BSP or GSP Activities:

National	10 points
Regional	5 points
Provincial	3 points
District	1 point
School	.5 point

H. Authorship

**\*Highest points**

Ten (10) points for a book and one (1) point each for each article provided they are in the field of education.

Book:

1. Copy of the published book
2. Copy of the Certificate of Copyright Registration for authorship of a book
3. Certification from the publisher

Article:

1. Copy of the published article/s
2. Certificate of publication

Sole authorship	10 points
Co-authorship	5 points
Article	1 point per article

**10 points**

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**Sub-total**





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

<b>SUMMARY OF RATINGS</b>		
A. Introduced any of the following which has been adopted or used by the school or district/division - Curriculum or instructional materials - Effective Teaching Techniques or Strategies - Simplification of work as in reporting system, record keeping or procedures that resulted in cost reduction - Worthwhile Income Generating Project (IGP) for pupils given due recognition by the higher officials of the division		
B. Served as subject coordinator or grade chairman for at least one (1) year or as adviser of school publication or any special organization like dramatic club, glee club, science club, etc. and discharged such assignments satisfactory for at least (2) years provided such assignments or services are in addition to, and not considered part of the regular teaching load.		
C. Served as chairman of a special committee, such as curriculum study committee to prepare instructional materials; and or committee to prepare school program, and discharged work with utmost efficiency.		
D. Initiated or headed or participated in an educational research activity duly approved by educational authorities either for improvement of instructions, for community development, or for teacher welfare.		
E. Coordinator for 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, Agri-industrial fairs, etc. for the last two (2) years or projects not credited in the last promotion.		
F. Organized / Managed an in-service activity or other similar activities at least on the school level (at least two days INSET)		
G. Credited with meritorious achievements such as: For different event: Cumulative but not to exceed 10 points, for the same event; the highest level		
H. Authorship		
<b>GRAND TOTAL</b>		

\_\_\_\_\_  
Signature of Applicant



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City  
☎ (043) 722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662  
✉ [deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)  
🌐 [www.depedbatangas.org](http://www.depedbatangas.org)





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

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COMMENTS/RECOMMENDATIONS:

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REVIEWED AND EVALUATED BY:

**DIVISION SELECTION COMMITTEE**

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Republic of the Philippines  
MINISTERIO NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Manila

January 31, 1979

MEC ORDER  
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, schools division superintendents create 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 positions allotted to each district. It must be stressed that these are not new positions and therefore no charges are sighted. 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 school 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.

4. 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.

e. 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

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 MEC 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
Workshop 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

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.

(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 inclosed 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 Teacher 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.

(SGD.) JUAN 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, community development, or 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, industrial affairs, 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 education)

Sole Authorship	10 pts.
Co-authorship	5 pts.
Article	1 pt. per article

100 points



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

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**Enclosure 4**

Qualification Standards for Academic Track and Core Subjects

Master Teacher I (SG 18)

A. CSC Prescribed Qualifications	
Education	Relevant Master's degree
Experience	4 years of relevant teaching/industry work experience
Trainings	8 hours of training relevant to the subject area specialization
Eligibility	RA 1080 (Teacher)

Master Teacher II (SG 19)

A. CSC Prescribed Qualifications	
Education	Relevant Master's degree
Experience	5 years of relevant teaching/industry work experience
Trainings	12 hours of training relevant to the subject area specialization
Eligibility	RA 1080 (Teacher)

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DEPEDBATS-ODS-F-009/R1/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City  
☎ (043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662  
✉ [deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)  
🌐 [www.depedbatangas.org](http://www.depedbatangas.org)



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*Enclosure 5*

**Duties and Responsibilities of Master Teacher**

Responsible for the effective delivery of the school's curriculum

1. Assumes leadership in the planning, preparation, and delivery of the instructional programs for the strands and subjects under his/her subject group.
2. Provides professional assistance and coaching to teachers under his/her supervisory control.
3. Observes classes/teachers for effective and competent delivery of the curriculum.
4. Coordinates with other SHS Subject Group Heads and SHS Teachers to ensure the holistic development of learners across all tracks, strands and subjects, through the supervision and guidance of the Assistant Principal for Academics; and
5. Reports to the Assistant Principal for Academics and/or Principal/School Head.

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DEPEDBATS-ODS-F-009/R1/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City  
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✉ [deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)  
🌐 [www.depedbatangas.org](http://www.depedbatangas.org)