



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

DepEd - Division of Batangas  
RECORDS SECTION

**RECEIVED**

Doc. No.: R2-127770  
By: AUG 01 2023 Time: 11:11

July 27, 2023

**DIVISION MEMORANDUM**

No. 250, s. 2023

**CALL FOR SUBMISSION OF PERTINENT PAPERS FOR COMPARATIVE ASSESSMENT  
OF MASTER TEACHER POSITIONS FOR THE SCHOOL YEAR 2023-2024**

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

1. This School Division Office hereby announces the submission of pertinent papers of applicants for Master Teacher Position in Elementary and Junior High School.
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, 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 advised to put index tab/ custom tab dividers for ease on evaluation for the Human Resource Merit Promotion and Selection Board (HRMPSB) Technical Working Group (TWG)
  - 3.2 All interested and qualified applicants must be consolidated in the sub officer per position for elementary and per school for secondary.
4. Please be also guided by the following attached enclosures to this Division Memorandum:
  - 4.1 **Enclosure No. 1 MEC Order 10, s. 1979** entitled Implementation Rules and Regulations for the System of Career Progression for Public School Teachers shall be used in the evaluation of documents of Master Teacher.
  - 4.2 Enclosure No 2. Scoresheet for Master Teachers





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

---

5. Application documents shall be accepted until August 15, 2023, at 5:00 pm at the Division Office Record section. Only complete application documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.
6. Pertinent documents that have already been submitted to the Division Office prior to this memorandum will be included in this comparative assessment.
7. Please be noted that the result of the comparative assessment will be utilized for the school year 2023-2024 either for natural vacancy or reclassification thus, it is advised that all qualified applicants must submit their documents for validation.
8. The applicant will be notified through e-mail or through the PSDS for the schedule of face-to-face validation of documents.
9. For further clarifications, you may contact the Schools Division Officer-Personnel Section by telephone number: (043)722-1437 or email at [sdobatangas.personnel@deped.gov.ph](mailto:sdobatangas.personnel@deped.gov.ph)
10. Wide and immediate dissemination of this memorandum is desired.

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





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

<b>Activities</b>	<b>Responsible</b>	<b>Indicative Schedule</b>	<b>No of Working Days</b>
Publication/Posting Period	HRMO		
Last day of Receiving of Application	Records Section	August 15, 2023	
Initial assessment/ screening of application and preparation of Initial Evaluation Review	HRMO	August 16-18, 2023	3
Preparation of letter to the applicant if they are qualified or not with the information of schedule for next hiring process			
Submission of Shortlist of qualified applicants to the HRMPSB	HRMO	August 21, 2023	1
Preliminary Meeting with the HRMPSB and Technical Working Group	HRMO/ HRMPSB/TWG Secretariat	August 22, 2023	1
Open Ranking and Validation of Documents, interview and conduct of written examination	HRMO/ HRMPSB/ TWG/Secretariat	August 23-31, 2023	7
Check the written exam/ OTJ skill set	HRMPSB/ End-user (Chief)	August 23-31, 2023	
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/ HRMO/ Secretariat	September 1, 2023	1
Signing of CAR to the HRMPSB	HRMPSB/ HRMO/ Secretariat	September 4, 2023	1
Submission of the final CAR and CAR-Registry of Qualified Applicants to the Schools Division Superintendent for other instruction- such as conduct of Background investigation	HRMO  Upon the request of Appointing Authority	September 5, 2023	1
Upload the CAR-RQA to the website and posting to conspicuous places	HRMO/ Information Technology Officer	September 5, 2023	1
Prepare notification letter to the successful candidate for the submission of requirements for appointment	HRMO		
Forward the notification letter to the ASDS/ for initial/ signature	Secretariat		
<b>TOTAL</b>			





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

**SCORE SHEET FOR MASTER TEACHER II**

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

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>✓ LET/PBET passers</li> <li>✓ 4 yeras</li> <li>✓ Very Satisfactory performance for the last Three (3) rating period.</li> </ul> <p><b><u>For Reclassification</u></b></p> <ul style="list-style-type: none"> <li>✓ At least 25 points in leadership and potential and or has been a demonstration teacher in the school/district/division plus 15 points in leadership and potential.</li> <li>✓ Three Very Satisfactory performance for the last Three rating period / Two consecutive Outstanding performance (on the current position)</li> </ul> <p><i>Note: No additional documents will be accepted after the scheduled date of submission to the Division Office.</i></p> <p><i>Demonstration teaching is not an entry requirement</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> <p>No. of Demo Teaching: _____</p> <p>Lesson Plan: _____</p> <p>Certification of Demo Teaching signed by the DS, SH and teachers: _____</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>	<hr/> <p><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>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<hr/> <p><b>Sub-total</b></p>





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

<i>Note: May choose item between 2.1 or 2.2 but with complete documents</i>		
<p>3. <u>Simplification of work as in reporting system, record keeping or procedures that resulted in cost reduction/INNOVATION</u></p> <ul 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></ul> <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>	<hr/> <p><b>Sub-total</b></p>
<p>4. <b>Worthwhile Income Generating Project (IGP) for pupils</b> given due recognition by the higher officials of the division</p> <ul 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></ul>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<hr/> <p><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> <ul style="list-style-type: none"><li>a. As subject coordinator/grade chairman<ul 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></ul></li></ul>	<p><b><u>12 points</u></b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<hr/> <p><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><b><u>12 points</u></b></p>	





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

Supporting Documents: 1. Certification 2. Corroboration (at least 5, duly certified) 3. Memorandum 4. Accomplishment Report (Narrative and Pictorial) 5. Output of the Committee	_____ _____	_____ <hr/> <b>Sub-total</b>
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.  Supporting Documents: a. Certifications as required in Unnumbered RM on Intensifying Research in Schools issued on March 2, 2015 b. Research Itself c. Output of the Research d. Research Report  Sole Proponent: 12 pts.          Member/Participants: 7 pts.	<p style="text-align: center;"><b><u>12 points</u></b></p> _____ _____ _____	_____ <hr/> <b>Sub-total</b>
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. 1. Organizational/Barangay Resolution for the Designation (2 pts.) 2. Progress Report for 2 years (Before and After) (4 pts.) 3. Approved Project Proposal (4 pts.) 4. Impact Study (if Research-based)(2 pts.)  Coordinator: 12 pts          Member/Participant: 7 pts.	<p style="text-align: center;"><b><u>12 points</u></b></p> _____ _____ _____	_____ <hr/> <b>Sub-total</b>
F. Organized / Managed an in-service activity or other similar activities at least on the school level (at least two days INSET) 1. Approved Training/LAC Design/Proposal by the Division Representative 2. Memorandum showing the designation as chairman or member 3. Completion Report/Attendance  School level: 6 points each (with complete documentary requirements) District Level: 12 points (with complete documentary requirements)	<p style="text-align: center;"><b><u>12 points</u></b></p> _____ _____ _____	_____ <hr/> <b>Sub-total</b>
G. Credited with meritorious achievements such as:	<p style="text-align: center;"><b><u>10 points</u></b></p>	





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

<p>For different event: Cumulative but not to exceed 10 points, for the same event ; the highest level</p> <ol style="list-style-type: none"> <li>1. Trainer or coach of contestants who received prizes, commendations, or any form of recognition:             <ol style="list-style-type: none"> <li>a. Certification as trainer/coach/coordinator issued by authorities concerned</li> <li>b. Certificate of Recognition awarded/received signed by proper school officials.</li> <li>c. Award/commendation/citation given to winning pupil/group contestants trained, coached and signed by proper school officials.</li> <li>d. Program of Activities of the Contests/ Competition/ Quiz.</li> </ol> </li> </ol>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">National</td><td style="padding: 2px;">10 points</td></tr> <tr><td style="padding: 2px;">1<sup>st</sup> Prize</td><td style="padding: 2px;">10</td></tr> <tr><td style="padding: 2px;">2<sup>nd</sup> Prize</td><td style="padding: 2px;">8</td></tr> <tr><td style="padding: 2px;">3<sup>rd</sup> Prize</td><td style="padding: 2px;">6</td></tr> </table>	National	10 points	1 <sup>st</sup> Prize	10	2 <sup>nd</sup> Prize	8	3 <sup>rd</sup> Prize	6	_____	
National	10 points									
1 <sup>st</sup> Prize	10									
2 <sup>nd</sup> Prize	8									
3 <sup>rd</sup> Prize	6									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Regional</td><td style="padding: 2px;">5 points</td></tr> <tr><td style="padding: 2px;">1<sup>st</sup> Prize</td><td style="padding: 2px;">5</td></tr> <tr><td style="padding: 2px;">2<sup>nd</sup> Prize</td><td style="padding: 2px;">4</td></tr> <tr><td style="padding: 2px;">3<sup>rd</sup> Prize</td><td style="padding: 2px;">3</td></tr> </table>	Regional	5 points	1 <sup>st</sup> Prize	5	2 <sup>nd</sup> Prize	4	3 <sup>rd</sup> Prize	3	_____	
Regional	5 points									
1 <sup>st</sup> Prize	5									
2 <sup>nd</sup> Prize	4									
3 <sup>rd</sup> Prize	3									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Provincial</td><td style="padding: 2px;">3 points</td></tr> <tr><td style="padding: 2px;">1<sup>st</sup> Prize</td><td style="padding: 2px;">3</td></tr> <tr><td style="padding: 2px;">2<sup>nd</sup> Prize</td><td style="padding: 2px;">2</td></tr> <tr><td style="padding: 2px;">3<sup>rd</sup> Prize</td><td style="padding: 2px;">1</td></tr> </table>	Provincial	3 points	1 <sup>st</sup> Prize	3	2 <sup>nd</sup> Prize	2	3 <sup>rd</sup> Prize	1		
Provincial	3 points									
1 <sup>st</sup> Prize	3									
2 <sup>nd</sup> Prize	2									
3 <sup>rd</sup> Prize	1									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">District</td><td style="padding: 2px;">1 point</td></tr> <tr><td style="padding: 2px;">1<sup>st</sup> Prize</td><td style="padding: 2px;">1</td></tr> <tr><td style="padding: 2px;">2<sup>nd</sup> Prize</td><td style="padding: 2px;">.75</td></tr> <tr><td style="padding: 2px;">3<sup>rd</sup> Prize</td><td style="padding: 2px;">.5</td></tr> </table>	District	1 point	1 <sup>st</sup> Prize	1	2 <sup>nd</sup> Prize	.75	3 <sup>rd</sup> Prize	.5		
District	1 point									
1 <sup>st</sup> Prize	1									
2 <sup>nd</sup> Prize	.75									
3 <sup>rd</sup> Prize	.5									
		<b>Sub-total</b>								





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

<p>2. Awards received as member/coordinator of Boy Scout/Girl Scout/Red Cross activities:</p> <p>a. Certificate of Recognition as coordinator of Boy/Girl Scout/Red Cross activities signed by proper authorities</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr><td>National</td><td>10 points</td></tr> <tr><td>1<sup>st</sup> Prize</td><td>10</td></tr> <tr><td>2<sup>nd</sup> Prize</td><td>8</td></tr> <tr><td>3<sup>rd</sup> Prize</td><td>6</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr><td>Regional</td><td>5 points</td></tr> <tr><td>1<sup>st</sup> Prize</td><td>5</td></tr> <tr><td>2<sup>nd</sup> Prize</td><td>4</td></tr> <tr><td>3<sup>rd</sup> Prize</td><td>3</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr><td>Provincial</td><td>3 points</td></tr> <tr><td>1<sup>st</sup> Prize</td><td>3</td></tr> <tr><td>2<sup>nd</sup> Prize</td><td>2</td></tr> <tr><td>3<sup>rd</sup> Prize</td><td>1</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>District</td><td>1 point</td></tr> <tr><td>1<sup>st</sup> Prize</td><td>1</td></tr> <tr><td>2<sup>nd</sup> Prize</td><td>.75</td></tr> <tr><td>3<sup>rd</sup> Prize</td><td>.5</td></tr> </table>	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	<p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Sub-total</b></p>
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																																	
<p>3. Coordinator of BSP or GSP Activities:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr><td>National</td><td>10 points</td></tr> <tr><td>Regional</td><td>5 points</td></tr> <tr><td>Provincial</td><td>3 points</td></tr> <tr><td>District</td><td>1 point</td></tr> <tr><td>School</td><td>.5 point</td></tr> </table>	National	10 points	Regional	5 points	Provincial	3 points	District	1 point	School	.5 point																								
National	10 points																																	
Regional	5 points																																	
Provincial	3 points																																	
District	1 point																																	
School	.5 point																																	
<p>H. Authorship</p> <p><b>*Highest points</b></p> <p>Ten (10) points for a book and one (1) point each for each article provided they are in the field of education.</p> <p>Book:</p> <ol style="list-style-type: none"> <li>1. Copy of the published book</li> <li>2. Copy of the Certificate of Copyright Registration for authorship of a book</li> <li>3. Certification from the publisher</li> </ol> <p>Article:</p> <ol style="list-style-type: none"> <li>1. Copy of the published article/s</li> <li>2. Certificate of publication</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td>Sole authorship</td><td>10 points</td></tr> <tr><td>Co-authorship</td><td>5 points</td></tr> <tr><td>Article</td><td>1 point per article</td></tr> </table>	Sole authorship	10 points	Co-authorship	5 points	Article	1 point per article	<p><b><u>10 points</u></b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Sub-total</b></p>																										
Sole authorship	10 points																																	
Co-authorship	5 points																																	
Article	1 point per article																																	







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





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

---

COMMENTS/RECOMMENDATIONS:

---

---

---

---

---

---

---

---

REVIEWED AND EVALUATED BY:

**DIVISION SELECTION COMMITTEE**

<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>





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

**SCORE SHEET FOR MASTER TEACHER I**

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

Required Qualification/Entry Requirements	REMARKS	
<p><b><u>For Natural Vacancy</u></b></p> <ul style="list-style-type: none"> <li>✓ BEEd / BSEd or its equivalent and at least 18 units for a Master's degree in Education or its equivalent (Authenticated TOR)</li> <li>✓ LET/PBET passers</li> <li>✓ Teacher III with at least 3 years' experience (Service Record and Copy of Latest Appointment) as per Rule IX of ORA-OHRA – "The position occupied by the person is next-in-rank to the vacant position as identified in the MSP and SRP of the agency.</li> <li>✓ Very Satisfactory performance for the last Three (3) rating period.</li> </ul> <p><b><u>For Reclassification</u></b></p> <ul style="list-style-type: none"> <li>✓ At least 40 points in leadership and potential and or has been a demonstration teacher in the school/district/division plus 15 points in leadership and potential.</li> <li>✓ Three Very Satisfactory performance for the last Three rating period / Two consecutive Outstanding performance (on the current position)</li> </ul> <p><i>Note: No additional documents will be accepted after the scheduled date of submission to the Division Office.</i></p> <p><i>Demonstration teaching is not an entry requirement</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 style="text-align: right;">_____</p> <p style="text-align: right;">_____</p> <p>No. of Demo Teaching: _____</p> <p>Lesson Plan: _____</p> <p>Certification of Demo Teaching signed by the DS, SH and teachers: _____</p>	
LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS (At least 25 points)	REMARKS / COMMENTS	POINTS EARNED
<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>	<hr style="border: 0.5px solid black;"/> <p><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> </ul>	<p>_____</p> <p>_____</p> <p>_____</p>	<hr style="border: 0.5px solid black;"/> <p><b>Sub-total</b></p>





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

<p>d. Program of Activities when demonstration teaching was made signed by proper authorities</p> <p><b>2.2</b></p> <p>A. Concept Paper B. Certification coming from either</p> <p><i>Note: May choose item between 2.1 or 2.2 but with complete documents</i></p>	<p>_____</p>	
<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>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<hr/> <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>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<hr/> <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> <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>	<p style="text-align: center;"><b><u>12 points</u></b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<hr/> <b>Sub-total</b>





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

<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> <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> </ol>	<p><b><u>12 points</u></b></p>  <p>_____</p> <p>_____</p>	<p><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> <ol 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> </ol> <p>Sole Proponent: 12 pts.          Member/Participants: 7 pts.</p>	<p><b><u>12 points</u></b></p>  <p>_____</p> <p>_____</p> <p>_____</p>	<p><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> <ol 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> </ol> <p>Coordinator: 12 pts          Member/Participant: 7 pts.</p>	<p><b><u>12 points</u></b></p>  <p>_____</p> <p>_____</p> <p>_____</p>	<p><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> <ol 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> </ol> <p>School level: 6 points each (with complete documentary requirements)</p>	<p><b><u>12 points</u></b></p>  <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Sub-total</b></p>







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

<p>2. Awards received as member/coordinator of Boy Scout/Girl Scout/Red Cross activities:</p> <p>a. Certificate of Recognition as coordinator of Boy/Girl Scout/Red Cross activities signed by proper authorities</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr><td>National</td><td>10 points</td></tr> <tr><td>1<sup>st</sup> Prize</td><td>10</td></tr> <tr><td>2<sup>nd</sup> Prize</td><td>8</td></tr> <tr><td>3<sup>rd</sup> Prize</td><td>6</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr><td>Regional</td><td>5 points</td></tr> <tr><td>1<sup>st</sup> Prize</td><td>5</td></tr> <tr><td>2<sup>nd</sup> Prize</td><td>4</td></tr> <tr><td>3<sup>rd</sup> Prize</td><td>3</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr><td>Provincial</td><td>3 points</td></tr> <tr><td>1<sup>st</sup> Prize</td><td>3</td></tr> <tr><td>2<sup>nd</sup> Prize</td><td>2</td></tr> <tr><td>3<sup>rd</sup> Prize</td><td>1</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>District</td><td>1 point</td></tr> <tr><td>1<sup>st</sup> Prize</td><td>1</td></tr> <tr><td>2<sup>nd</sup> Prize</td><td>.75</td></tr> <tr><td>3<sup>rd</sup> Prize</td><td>.5</td></tr> </table>	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	<p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Sub-total</b></p>
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																																	
<p>3. Coordinator of BSP or GSP Activities:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr><td>National</td><td>10 points</td></tr> <tr><td>Regional</td><td>5 points</td></tr> <tr><td>Provincial</td><td>3 points</td></tr> <tr><td>District</td><td>1 point</td></tr> <tr><td>School</td><td>.5 point</td></tr> </table>	National	10 points	Regional	5 points	Provincial	3 points	District	1 point	School	.5 point																								
National	10 points																																	
Regional	5 points																																	
Provincial	3 points																																	
District	1 point																																	
School	.5 point																																	
<p>H. Authorship</p> <p><b>*Highest points</b></p> <p>Ten (10) points for a book and one (1) point each for each article provided they are in the field of education.</p> <p>Book:</p> <ol style="list-style-type: none"> <li>1. Copy of the published book</li> <li>2. Copy of the Certificate of Copyright Registration for authorship of a book</li> <li>3. Certification from the publisher</li> </ol> <p>Article:</p> <ol style="list-style-type: none"> <li>1. Copy of the published article/s</li> <li>2. Certificate of publication</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td>Sole authorship</td><td>10 points</td></tr> <tr><td>Co-authorship</td><td>5 points</td></tr> <tr><td>Article</td><td>1 point per article</td></tr> </table>	Sole authorship	10 points	Co-authorship	5 points	Article	1 point per article	<p><b><u>10 points</u></b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Sub-total</b></p>																										
Sole authorship	10 points																																	
Co-authorship	5 points																																	
Article	1 point per article																																	





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







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

---

COMMENTS/RECOMMENDATIONS:

---

---

---

---

---

---

---

---

REVIEWED AND EVALUATED BY:

**DIVISION SELECTION COMMITTEE**

<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

