



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. 020 , s. 2024

**RANKING OF ELEMENTARY AND SECONDARY MASTER TEACHER POSITIONS
 FOR NATURAL VACANCIES AND RECLASSIFICATION OF POSITIONS FOR SY
 2024-2025 (1ST BATCH)**

To : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public Secondary School Heads
 Public Elementary School Heads
 Human Resource Merit Promotion and Selection Board
 All Others Concerned

1. This Office announces the ranking of Master Teacher positions for natural vacancies and reclassification of positions for School Year 2024-2025 (1st Batch) with the following basic qualifications:

Position	SG	CRITERIA			
		Education	Experience	Performance	Leadership
Master Teacher I (Elementary & Secondary)	18	Bachelor's degree for teachers with at least 18 units in MA	3 years relevant experience	Very Satisfactory performance rating for the last two years	At least 25 points in leadership and potential
Master Teacher II (Elementary & Secondary)	19	Bachelor's degree and Completion of Academic Requirements for MA	1 year as MT-I	Very Satisfactory performance rating as MT-I	At least 30 points in leadership, potential, and achievements
Master Teacher III (Elementary & Secondary)	20	Master of Arts in Education	1 year as MT-II	Very Satisfactory performance rating as MT-II	At least 45 points in leadership, potential, and achievements
Master Teacher IV (Elementary & Secondary)	21	At least MA in Education, MAT, or M.Ed.	1 year as MT-III	Outstanding performance rating as MT-III	At least 60 points in leadership, potential,



					and achievements
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2. Please be informed that in the ranking and appointment of Master Teachers, the guidelines stipulated in MEC Order No. 10, s. 1979, "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers" and DECS Order No. 57, s. 1997, "Further Implementation of the Career Progression System for Master Teachers", shall be strictly followed.

3. District/Secondary Schools shall pre-evaluate the documents of the applicants and submit to the Records Section **on or before February 29, 2024**

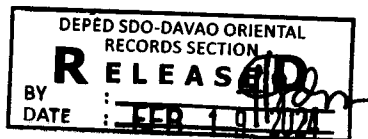
4. Interested and qualified applicants, regardless of gender, civil status, disability, religion, ethnicity, or political affiliation shall submit the following documents, to be placed in a LONG WHITE FOLDER, to wit:

- a. Application Letter stating the position applied to
- b. Duly Accomplished Personal Data Sheet
- c. Updated Service Record
- d. Last Approved Appointment
- e. Performance Rating
 - i. 2020-2021
 - ii. 2021-2022
 - iii. 2022-2023
- f. Transcript of Records for Baccalaureate and post-graduate studies
- g. Authenticated PRC License
- h. Other documentary evidence that can be credited in the set criterion (*attached the Evaluation Sheet for Master Teachers*)

Any false and fraudulent document submitted shall be grounds for disqualification of application.

5. The details on how to assign the points for each criterion are found in the attached enclosures which align with MEC No. 10, s. 1979.

6. Immediate and wide dissemination of this Memorandum is earnestly desired.



11:28 A.M

JL
DR. JOSEPHINE L. FADUL
 Schools Division Superintendent

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OSDS/cdr



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