



Republic of the Philippines

## Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF CITY OF TAYABAS

27 November 2024

### DIVISION MEMORANDUM

No. **808** s. 2024

#### **CALL FOR SUBMISSION OF PERTINENT DOCUMENTS FOR RECLASSIFICATION OF MASTER TEACHER I, II, III AND SCHOOL HEAD OF ELEMENTARY AND JUNIOR HIGH SCHOOL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Units/Sections  
All Others Concerned

1. As a way of motivating our human resources to continuously improve their effectiveness and efficiency in delivering quality, accessible, relevant and liberating basic education, this Office reminds/ announces to the field the submission of pertinent documents for reclassification of Master Teacher I, II, III and School Head of Elementary and Junior High School.

2. In this connection, this office is reminding all interested applicants for reclassification to submit their pertinent documents to the Personnel Administration Services Unit through the Records Section on or before **December 27, 2024, until 5:00 o'clock in the afternoon** using the following format and templates:

**a. Reclassification of Master Teacher I/II/III:**

i. Interested teachers must submit the pertinent documents needed as per **MEC Order No. 10, s. 1979, DECS Order No. 57, s. 1997 and Regional Memorandum No. 434, s. 2017** (see attached checklist - Annex A).

ii. Master Teacher in **Secondary** shall be distributed to the learning areas/subject area using the required number of teachers per department (5+1).

**b. Reclassification of School Head**

i. Interested school heads must submit the pertinent documents needed as per **DepEd Order No. 007, s. 2023** (see attached Annex B).

3. The qualification standards of the said positions are as follows:



Position	Education	Experience	Training	Performance Rating
Master Teacher I	For Elementary School-Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent  For Secondary School-Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Master Teacher II	For Elementary School- Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent  For Secondary School-Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hrs. relevant training	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Master Teacher III	For Elementary and Secondary School-Completion of academic requirements for a Master's degree in Education or its equivalent	1 year as Master Teacher II or 5 years as Teacher III	8 hours of relevant training	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years



Principal I	Master's degree in the fields of administration, supervision, leadership or management	Two (2) years as HT III for elementary;  Two (2) years as HT VI for secondary	48 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotions	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal II	Master's degree in the fields of administration, supervision, leadership or management plus 6 doctoral units	One (1) year as Principal I	48 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotions	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal III	Master's degree in the fields of administration, supervision, leadership or management plus 12 doctoral units	Two (2) years as Principal II	56 hours of relevant training initiated/sanctioned/ approved/ recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years

4. Wide and immediate dissemination of this Memorandum is desired.

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: As stated

Reference: MEC Order No. 10, s. 1979

DECS Order No. 57, s. 1997

Regional Memorandum No. 434, s. 2017

DepEd Order 007, s. 2023

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

RECLASSIFICATION  
DIVISION MEMORANDUM

OSDS Personnel Unit – call for submission of pertinent documents for reclassification of master teacher i, ii, iii and school head of elementary and junior high school  
PERBK2N3-001052/November 27, 2024



**Annex A**

**CHECKLIST OF REQUIREMENTS FOR MASTER TEACHER**  
**(As per MEC Order No. 10, s. 1979, DECS Order No. 57, s. 1997 and**  
**Regional Memorandum No. 434, s. 2017)**

1. Letter of Intent addressed to the Schools Division Superintendent
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Performance rating in the present position for the last **three (3) rating periods** (if applicable);
4. **Certified True Copy** of the updated PRC ID License (must be Certified True Copy by the PRC);
5. **Updated** Service Record
6. Photocopy of approved appointment
7. Certificate of Employment with brief description of duties and responsibilities for applicant from private company and those on a Job Order/Contract-of-Service status;
8. **Certified True Copy of Transcript of Records and Diploma;**
  - If **not** State University and Colleges (SUCs) and other Public Higher Education Institution
    - Duly Authenticated Transcript of Records for Masteral/ Doctoral Program (by CHED)
    - Certification, Authentication and Verification from **CHED** (1 original)
  - If State University and Colleges (SUCs) and other Public Higher Education Institution
    - Duly Authenticated Transcript of Records for Masteral/ Doctoral Program (**by School Registrar**)
    - Certification, Authentication and Verification from the **School Registrar** (1 original)
9. Certification from School Head that the applicant has an actual teaching load per day with attached current Teacher's/ Class Program signed by authorized authorities:
  - Six (6) actual teaching load; or
  - Minimum of four (4) actual teaching load with one (1) ancillary and one (1) advisory; or
  - Minimum of five (5) actual teaching load with one (1) ancillary
10. Demonstration Teaching on the Division Level.
  - 10.1 Requirements for Demo Teaching:
    - i. Approved Lesson Plan
    - ii. Certificate
    - iii. Corroboration
    - iv. Training Matrix/ Design where his/her name is indicated
    - v. Memorandum



**Other documents as contained in RM 434 Regional Management Committee Resolution No. 002, s. 2017 such as:**

**11. Introduced any of the following which has been adopted or used by the school/division:**

**11.1 Curriculum or instructional materials** - must be supported with the following documents:

- i. Approved Project Proposal
- ii. Copy of Curriculum Material
- iii. Summary of results of its effectiveness
- iv. Certification coming from the Education Program Supervisor in charge of the learning area that it has been adopted in the school and validated to be effective

**11.2 Effective Teaching Techniques or strategies** - must be supported with the supporting documents:

- i. Concept paper
- ii. Certification coming from the Education Program Supervisor in charge of the learning area that it has been effective
- iii. Summary of results of its effectiveness

**11.3 Simplification of work as in reporting system, record keeping or procedures that resulted in cost reduction.** It shall be supported with the supporting documents:

- i. Concept paper
- ii. Cost benefit analysis
- iii. Application of its effectiveness
- iv. Financial report of its cost effectiveness
- v. Certification or evidence of corroboration from any of the following:

school head or at least five co-teachers.

**11.4 Worthwhile Income Generating Project (IGP) for pupils given due recognition by the higher officials of the division.** It shall be supported with the following documents:

- i. Project proposal
- ii. Income statement from the recipients of the project
- iii. Certification issued by the School Head that the project was originally developed by the teacher.

**12. 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 assignment satisfactorily for at least two (2) years provided such assignment or services are in addition to, and not considered part of the regular teaching assignment. It must be supported with the following documents:**

- i. Official designation
- ii. Accomplishment for the past three (3) years
- iii. Teachers Program
- iv. Approved Official Teacher's Load



**13. Served as chairman of special committee**, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program, and discharged the work efficiently. It must be supported with the following documents:

- i. Certification
- ii. Corroboration (At least five (5), duly certified)
- iii. Appointment
- iv. Accomplishment report
- v. Output of the Committee

**14. Initiated or headed an educational research activity duly approved by educational authorities (Schools Division Superintendent) either for improvement of instruction, for student development or teacher welfare; for participation as member of such activity.** An action research, should not be a Thesis for the Masters Program. It must be supported with the following documents:

- i. Certifications as required in unnumbered Regional Memorandum on Intensifying Research in Schools issued on March 2, 2015 (*with attached approved proposal duly signed by the school head and it should contain a work plan/ material to be used for its implementation*)
- ii. Research itself
- iii. Output of the Research
- iv. Research Report (Completed terminal report duly signed by SH, corroborated by teachers and noted by EPS)

**15. Coordinator of community project or of a program of another agency or coordinator of rural service improvement activity for at least two (2) years.** It must be supported with the following documents:

- i. Organizational/Barangay Resolution for the Designation
- ii. Progress report for two (2) years (before and after)
- iii. Approved Project Proposal
- iv. Impact Study (if Research-based)

**16. Organized or managed an in-service activity or other similar activities at least on the school level** (at least 3 days' duration). LAC sessions conducted for at least twenty four (24) hours (either continuous for three (3) days or cumulative within a semester) may also be credited. It must be supported with the following documents:

- i. Approved Training/LAC Design/Proposal by the Division
- ii. Memorandum showing the designation as chairman or member
- iii. Completion Report/ Attendance

**17. Credited with meritorious achievement** such as:

17.1 Trainer or coach to contestant who receive Top three (3) prizes (*must be supported with the certificate of recognition*)

17.2 Coach of athletes or team who won Top three (3) prizes *must be supported with the certificate of recognition*)

17.3 Coordinator of BSP or GSP activities. It must be supported with the following documents:

- i. Designation as Scout Coordinator
- ii. Approved Proposal of the Scouting Activity
- iii. Accomplishment Report
- iv. Commendation by authority

**18. Authorship (Book or Article)-** must be supported with the copy of the book/magazine/ publication where the article is written with the name of the authors.



**Annex B**

**CHECKLIST OF REQUIREMENTS FOR SCHOOL HEAD  
(As per DepEd Order No. 007, s. 2023)**

1. Letter of intent addressed to the Schools Division Superintendent;

**CELEDONIO B. BALDERAS JR.**

Schools Division Superintendent

2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);

3. Photocopy of the updated PRC ID License (must be **Certified True Copy** by the PRC) or authenticated CSC Certification of Eligibility (screenshot from verification system of CSC is acceptable), if applicable;

**4. Certified True Copy of Transcript of Records and Diploma;**

If **not** State University and Colleges (SUCs) and other Public Higher Education Institution

- Duly Authenticated Transcript of Records for Masteral/ Doctoral Program (by CHED)
- Certification, Authentication and Verification from **CHED** (1 original)

If State University and Colleges (SUCs) and other Public Higher Education Institution

- Duly Authenticated Transcript of Records for Masteral/ Doctoral Program (**by School Registrar**)
- Certification, Authentication and Verification from the **School Registrar** (1 original)

**5. Updated Service Record;**

6. **Certificate of Employment** with brief description of duties and responsibilities for applicant from private company and those on a Job Order/Contract of Service status;

7. **Certificate of Training/s** attended in the last five years reckoned from the date/deadline of submission, if applicable;

7.1. Additional Means of Verification (MOVs) for trainings attended

**Other documents as required in DepEd Order 007, s. 2023:**

8. Performance rating in the present position for the last **three (3) rating periods** (if applicable);

**Note: For positions with experience requirement:**

- a. For internal applicants:

The performance rating for internal applicants shall be the rating obtained from the applicant's current or previous job or position that is relevant to the position to be filled. However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening.

- b. For external applicants:

For external applicants, the certificate of rating must be supported with the performance evaluation tool. He/She shall submit performance rating/s from



current or previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any reason gets a zero score for performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

**9. Outstanding Accomplishment** acquired or earned after the last promotion (if any);

**9.1. Awards and recognition**

**9.1.1. Outstanding Employee Award**

11.1.1.1. Any issuance, memorandum or document showing the Criteria for the Search

11.1.1.2. Certificate of Recognition/Merit

**9.1.2. Awards as Trainer/Coach**

11.1.2.1. Any issuance, memorandum or document designating the applicant as trainer/coach.

11.1.2.2. Certificate of Recognition/Appreciation as Trainer/ Coach of a Winning Contestant/Event/Activity

**9.2. Research and Innovation**

9.2.1. Proposal duly approved by the Head of Office or designated Research Committee per DO No. 16, s. 2017

9.2.2. Accomplishment report verified by the Head of Office

9.2.3. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office

9.2.4. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office

9.2.5. Proof of citation by other researchers (whose study/research whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research

**9.3. Subject Matter Expert / Membership in National TWG or Committees** (relevant to the position being applied for)

9.3.1. Issuance or Memorandum showing the membership in National TWG or Committee;

9.3.2. Certificate of Participation or Attendance; and

9.3.3. Output/Adoption by the Organization/DepEd

**9.4. Resource Speakership/Learning Facilitation**

9.4.1. Issuance/Memorandum/Invitation/Training Matrix;

9.4.2. Certificate of Recognition/Merit/Commendation/Appreciation;

9.4.3. Slide deck/s used and/or Session guide/s

**9.5. NEAP Accredited Learning Facilitator**

9.5.1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office

9.5.2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

**10. Application of Education** (contribution made by an applicant to their workplace as a result of their learnings from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position being applied for. The application of education must have led to significant positive results in the applicant's current or previous work.

**Note: For positions with experience requirement:**



**Relevant Intervention:**

- 12.1. Action Plan approved by the Head of Office
- 12.2. Accomplishment Report verified by the Head of Office
- 12.3. Certification of the utilization/adoption signed by the Head of Office

**Note: For positions with NO experience requirement:**

Applicants to positions that do not require previous work experience must submit the GWA in the highest academic/grade level earned as evidenced by Transcript of Records/ Certificate of GWA/ Diploma/ Special Order from the Commission on Higher Education (CHED) or other certifications.

**13. Applications of Learning and Development (L&D)**

- 13.1. **Certificate of Training** or Certification on any applicable L&D intervention acquired that is **aligned with the Individual Development Plan (IDP)**;
- 13.2. **Action Plan**/Re-entry Action Plan (**REAP**) / Job Embedded Learning (**JEL**) /Impact Project Applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
- 13.3. **Accomplishment report** together with a **General Certification** that the L&D intervention was used/*adopted by the Office* at the local level;
- 13.4. **Accomplishment report** together with a **General Certification** that the L&D intervention was used/*adopted by a different office* at the local/higher level.

- 14. Latest approved appointment (if any).