



DIVISION MEMORANDUM

No. 155 . 2018

TO: CHIEF, CURRICULUM IMPLEMENTATION DIVISION
CHIEF, SCHOOL GOVERNANCE AND OPERATIONS DIVISION
EDUCATION PROGRAM SUPERVISORS
HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED

FROM: CATHERINE P. TALAVERA CESO VI
Schools Division Superintendent

SUBJECT: SUBMISSION OF PERTINENT PAPERS AND DIVISION RANKING ACTIVITY FOR
PROMOTION TO MASTER TEACHER POSITION

DATE: June 4, 2018

This is to inform all concerned regarding the submission of Pertinent Papers and Division Ranking Activity for promotion to Master Teacher position. All interested and qualified applicants should submit the following documents on or before June 8, 2018 with proper ear tags, to wit:

1. Application Letter
2. CSC Form 212 (revised 2017) with the latest 2 x 2 ID picture
3. Certified Photocopy of PRC ID
4. Certified copies of Transcript of Records
5. Copies of Certificate of Employments, Teaching and Related Teaching Experience and Performance Rating
6. Certificate of Specialized Trainings
7. Certificate of Speakership
8. Certificate of Outstanding Accomplishments
 - I. Outstanding Employee Award
 - II. Innovations
 - III. Research and Development Projects
 - IV. Publication and Authorship

Attached herewith is the timeline for submission of pertinent paper and division ranking activity.

Widest dissemination of this memorandum is desired.

We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

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Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



**TIMELINE FOR SUBMISSION OF PERTINENT PAPERS AND DIVISION RANKING ACTIVITY FOR
PROMOTION TO MASTER TEACHER POSITION**

DATE	ACTIVITIES	PERSONS INVOLVED
June 5-7, 2018	School Ranking	School Ranking Committee
June 8, 2018	Submission of result of School Ranking to Division Office	HRMO PSB Committee
June 11, 2018 1:00PM	Deliberation and Interview	HRMO PSB Committee
June 11, 2018	Approval and Submission of the result of Division Ranking for Master Teacher position to Approving Authority	

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