



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE  
DAGUPAN CITY



MEMORANDUM

TO: Chief Education Supervisors  
Education Program Supervisors  
District Supervisors  
Secondary School Heads  
SHS incumbents

DATE: September 19, 2018

SUBJECT: **Vacancies for Master Teacher II Positions in the Senior High School**

**RELEASED**  
DEFER  
DATE: 09/21/18  
BY: [Signature] 3:17  
TN#1678

This Division hereby announces the vacancies for two (2) Master Teacher II positions in the Senior High School open to all qualified Master Teacher I incumbents only.

The Qualification Standards of the positions will be based on DepEd Order No. 3, s. 2016 for Academic, Arts & Design and Sports tracks and DepEd Order No. 51, s. 2017 for Technical-Vocational Livelihood (TVL) track.

Applicants are advised to submit the documentary requirements contained in the criteria for Master Teacher II (copy attached) on or before October 10 to the Division Personnel Unit.

Immediate dissemination is hereby advised to all concerned.

  
DR. LORNA G. BUGAYONG, CESO VI  
Schools Division Superintendent  


## CRITERIA FOR MASTER TEACHER II

**A. Introduced any of the following which has been adopted or used by the school (20 points)**

1. Curriculum or instructional materials \_\_\_\_\_  
\_\_\_\_\_

Required documents:

- \_\_\_\_\_ Certification by the Public Schools District Supervisor/Principal (elementary), Department Head of the School (secondary) as to the authenticity, functionality and utilization in the school for MT1; district for MT2
- \_\_\_\_\_ Certification of evaluation by Education Program Supervisors in charge of the subject area, recommending approval by Assistant Schools Division Superintendent and approved by the Schools Division Superintendent
- \_\_\_\_\_ Certification/testimonies of teachers who adopted/used the curriculum instructional materials

2. Effective teaching techniques or strategies \_\_\_\_\_  
\_\_\_\_\_

Required documents:

- \_\_\_\_\_ Proper endorsement by the Public Schools District Supervisor/Principal, the Head Teacher of Department, evaluation by Education Program Supervisors in charge of the subject area, approval recommended by Assistant Schools Division Superintendent
- \_\_\_\_\_ Certification/testimonies of teachers who adopted/used the teaching techniques or strategies
- \_\_\_\_\_ At least two (2) copies of lesson plan using techniques or strategies

3. Simplification of work as in reporting system, record keeping, etc. or procedures that resulted in cost reduction \_\_\_\_\_  
\_\_\_\_\_

Required documents:

- \_\_\_\_\_ Proper endorsement by the Head Teacher of Department, Principals evaluation by Education Program Supervisors in charge of the subject area, approval recommended by Assistant Schools Division Superintendent and approved by Schools Division Superintendent
- \_\_\_\_\_ Implementation of the simplified work by the proponent
- \_\_\_\_\_ Certification of the Head Teacher and Principal on the effectiveness (cost reduction) of the work and/or procedures

4. Worthwhile income-generating project benefiting student/OSYs and results given recognition/certification by higher officials in the division \_\_\_\_\_  
\_\_\_\_\_

Required documents:

- \_\_\_\_\_ Feasibility study duly signed by the initiator of the project and endorsed/certified by district and division officials
- \_\_\_\_\_ On the check by the ALS Education Program Supervisor, Research Supervisor and/or Assistant Schools Division Superintendent in charge of ALS
- \_\_\_\_\_ Certification by district and division level evaluation committee as to the feasibility, viability and economic profitability of the project

**B1. Served as subject area coordinator or curriculum year level chairman for at least 1 year (12 points) \_\_\_\_\_**

Required documents: (any 2 or 3 of the following)

- \_\_\_\_\_ Approved designation by the proper authorities
- \_\_\_\_\_ Action Plan

\_\_\_\_\_ Accomplishment report for the year  
\_\_\_\_\_ Pictorials (optional)

- B2. Served as adviser of school publication, school organization or interest clubs and discharged duties satisfactorily for at least two years and not considered part of the regular teaching load (12 points)** \_\_\_\_\_

Required documents:

\_\_\_\_\_ Certification by proper authorities as to role or function  
\_\_\_\_\_ List of activities/ projects/ accomplishments

- C. Served as chairman of a special committee, such as curriculum study committee, committee to prepare instructional materials, committee to chair/ spearhead/ initiate school program/ projects/ thrusts and discharge to work efficiently (12 points)** \_\_\_\_\_

Required documents:

\_\_\_\_\_ Approved designation/ assignment by proper authorities  
\_\_\_\_\_ List of members of said committee  
\_\_\_\_\_ Accomplishment report/ sample output

- D. Initiated or headed as educational research activity or investigatory project duly approved by educational authorities, either for improvement of instruction, for teacher welfare or for community development (12 points)** \_\_\_\_\_

Required documents:

\_\_\_\_\_ Permit to conduct action research/ investigatory project duly signed by division authorities (attach to the permit in the research proposed or outline)  
\_\_\_\_\_ Defense of the action research  
\_\_\_\_\_ Certificate of completion of the research and certified correct by the division authorities concerned  
\_\_\_\_\_ Copy of the research

- E. Coordinator of a community project or activity or programs of another agency or rural improvement activity, etc. for at least 2 years (12 points)** \_\_\_\_\_

Required documents:

\_\_\_\_\_ Certification as to the designation of the Barangay Captain and noted School Head  
\_\_\_\_\_ Action Plan  
\_\_\_\_\_ Program of Activities  
\_\_\_\_\_ Accomplishment report certified correct by the Barangay Captain and School Head

- F. Organized/ managed and in-service training activity or other similar activities at least on school level for MT1; district for MT2 (12 points)**

Required documents:

\_\_\_\_\_ Training design/ program of activities by proper authorities  
\_\_\_\_\_ List of participants/ certificate of participation  
\_\_\_\_\_ Output of the in-service training

- G. Credited with meritorious achievements such as (10 points):**

1. Trainor/ coach to contestants who received merits, commendations or any form of recognition

National Level (10 points) \_\_\_\_\_

Regional Level (5 points) \_\_\_\_\_  
Division Level (3 points) \_\_\_\_\_  
Congressional Level (2 points) \_\_\_\_\_  
District Level (1 point) \_\_\_\_\_

Required documents:

\_\_\_\_\_ Official designation as trainer/ coach issued by proper authorities  
\_\_\_\_\_ Plaque, certificate of recognition/ merit, medal, trophy

2. Athletic Coach of athlete or team that won prizes

National Level (10 points) \_\_\_\_\_  
Regional Level (5 points) \_\_\_\_\_  
Division Level (3 points) \_\_\_\_\_  
Congressional Level (1 point) \_\_\_\_\_  
District Level (0.25 point) \_\_\_\_\_

Required documents:

\_\_\_\_\_ Official designation as coach issued by proper authorities  
\_\_\_\_\_ Plaque, certificate of recognition/ merit, medal, trophy

3. Coordinator of Boy/ Girl Scout Activities

National Level (10 points) \_\_\_\_\_  
Regional Level (5 points) \_\_\_\_\_  
Division Level (3 points) \_\_\_\_\_  
Congressional Level (1 point) \_\_\_\_\_  
District Level (0.25 point) \_\_\_\_\_

Required documents:

\_\_\_\_\_ Official designation as coordinator or coach issued by proper authorities  
\_\_\_\_\_ Plaque, certificate of recognition/ merit, medal, trophy

**H. Authorship (10 points)**

1. Book (with approval from DepED)  
Sole authorship (10 points)  
Co-authorship (5 points)

2. Article (1 point per article published in professional magazine)

Required documents:

\_\_\_\_\_ Books and articles must be critical with relevance to education

\_\_\_\_\_ Articles are published in the school paper, community paper, professional magazine or publication of national circulation  
(articles should not exceed 3 points)

Title \_\_\_\_\_

Publication Date: \_\_\_\_\_

Published: \_\_\_\_\_

Title \_\_\_\_\_

Publication Date: \_\_\_\_\_

Published: \_\_\_\_\_

Title \_\_\_\_\_

Publication Date: \_\_\_\_\_

Published: \_\_\_\_\_

I. Demonstration Teaching (10 points)

Required documents:

\_\_\_\_\_ Certification

\_\_\_\_\_ Lesson plan approved by principal or higher authorities

\_\_\_\_\_ Pictorials if any