



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools
Division Superintendent

August 13, 2024

DIVISION MEMORANDUM
No. **380**, s. 2024

**RANKING OF MASTER TEACHER I & II APPLICANTS FOR THE SCHOOL YEAR
2024-2025 FROM BOTH ELEMENTARY AND JUNIOR HIGH SCHOOL**

TO : Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/Acting PSDS
Public Elementary and Secondary Schools Heads
All Others Concerned

1. This office announces the ranking of qualified applicants for Master Teacher I and II positions. The recruitment is open to all interested and qualified applicants regardless of age, sex, civil status ethnicity, disability, religion, and political affiliation for the vacant positions in the Division of Bohol.
2. Guidelines for the ranking is based on MEC Order No. 10, s. 1979, MEC Order No. 29, s. 1979 , DECS Order No. 70, s. 1988 and DECS Order No. 57, s. 1997.
3. Enclosed to this Memorandum are the following:
 1. CSC Minimum Qualification Standard
 2. Ranking Criteria for Master Teacher I-II
 3. Documents to be submitted to earn points for this position
 4. Division Assessment Review Committee
4. Old applicants have the option to submit letter of intent if they wish to retain their previous points or they may submit additional documents for ranking.
5. The schedule of activities relative to the ranking of Master Teacher I-II are as follows:

August 19 - Sept. 6, 2024 - Submission of pertinent documents to the
School/District Ranking Committee
September 9- 13, 2024 - Ranking of Applicants



Deped Tayo Bohol Division

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September 16-20, 2024 - Submission of Ranking to the Division Office
September 23-27, 2024 - Final Review/Validation of Division Committee
October 1-11, 2024 - Submission of ranklist to SDS for approval

6. The initial assessment of documents will be done by district/school ranking committee from and the initial results together with the application be submitted to the office of the HRMO.
7. The final assessment of documents shall be done in Division Office.
8. For immediate, widest dissemination and guidance of all concerned.


CASIANA P. CABERTE PhD, CESO VI
Schools Division Superintendent

ASD/Admin/JSA



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MINIMUM QUALIFICATIONS

Position	Salary Grade	Education	Experience	Training	Eligibility
Master Teacher 1	18	Bachelor's degree for teacher of Bachelor's degree plus 18 professional units in Education, and 18 units for Master's Degree in Education or its equivalent	3 years relevant experience as Teacher III	None required	RA 1080 (Teacher)
Master Teacher 2	19	Bachelor's degree for teacher of Bachelor's degree plus 18 professional units in Education, and 24 units for Master's Degree in Education or its equivalent	1 year as Master Teacher 1	4 hours of relevant training	RA 1080 (Teacher)

Criteria For Master Teacher Position

CREDIT POINTS FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS	
CRITERIA	MAXIMUM NUMBER OF POINTS
A. Introduced any of the following which has been adopted or used by the school or district/division: a. Curriculum or instructional materials b. Effective teaching techniques or strategies c. Simplification of work as in reporting system, record keeping et., or procedures that resulted in cost reduction d. A worthwhile Income Generating Project (IGP) for pupils given due recognition by the higher officials of the division	20 points
B. Served as subject coordinator or grade chairman for at least one (1) year or as adviser of school publication or any special school organizations like dramatic club, science club, etc. And discharged such assignments satisfactory for at least two (2) years provided such assignments or services are in addition to, and not considered part of the regular teaching load.	12 points
C. Served as chairman of a special committee, such as curriculum study committee, committee to prepare instructional materials; and or committee to prepare school program, and discharged work with utmost efficiency.	12 points
D. Initiated or headed or participated in an educational research activity duly approved by the educational authorities either for improvement of instruction, for community development, or for teacher welfare. For participation as member of such activity (7 points)	12 points
E. Coordinator of 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, agro-industrial fairs, etc., for at least two (2) years.	12 points
F. Organized / Managed an in-service activity or other similar activities at least on the school level.	12 points
G. Credited with meritorious achievements such as: 1. Trainer or coach of contestants who received prizes, commendations, or any form of recognition: a. National Winner - 10 points b. Regional Winner - 5 points c. Division Winner - 3 points 2. Athletic coach of athletes or teams who won prizes as follows: a. National Level - 10 points b. Regional Level - 5 points c. Division Level - 3 points d. District Level - 1 point	10 points
H. Authorship Ten (10) points for a book and one (1) point for each article provided they or education. a. Sole authorship - 10 points b. Co-authorship - 5 points c. Article - 1 point per article	10 points
TOTAL	100 points

Documents to be Submitted to Earn Points for Master Teacher Position

1. For Income Generating Project (IGP):
 - a. Certification for being the proponent of an IGP for two consecutive school years corroborated by 5 teachers
 - b. Letter request to the SDS to conduct an IGP
 - c. IGP Proposal
 - d. Accomplishment Report (Pictorial and Narrative)
 - e. Financial Statement
2. For Simplification of Work
 - a. Certification for Simplification of Work that resulted to cost reduction, corroborated by 5 teachers
 - b. Letter request to the SDS to adopt the originally made material for the Simplification of Work
 - c. Work Plan for the implementation
 - d. School Memorandum
 - e. Accomplishment Report (Narrative and Pictorial)
3. As Subject Coordinator
 - a. Certification for serving as a Subject Coordinator for 2 years corroborated by 5 teachers
 - b. Designation through School Memorandum
 - c. Accomplishment Report (Narrative and Pictorial)
4. As Grade/Year Level Chairman/Leader
 - a. Certification for serving as Grade or Year Level Chairman, corroborated by 5 teachers
 - b. Designation through School Memorandum
 - c. Accomplishment Report (Narrative and Pictorials)
5. Chairmanship of a Special Committee to Prepare Instructional Materials
 - a. Certification for serving as Chairman of a Special Comm. for IMs, corroborated by 5 teachers
 - b. Designation through School Memorandum
 - c. Accomplishment Report (Narrative and Pictorial)
6. For Action Researches
 - a. Letter request to SDS to conduct Action Research
 - b. Approved Research Proposal
 - c. Research Report
 - d. Accomplishment Report (Narrative and Pictorial)
7. For Community Project Coordinatorship
 - a. Certification as the Coordinator of the Community Project for at least 2 years
 - b. Designation as Coordinator of a Community Project in the form of a Memorandum
 - c. Project Proposal
 - d. Accomplishment Report (Narrative and Pictorial)
8. For In-Service Trainings/Seminar-Workshops
 - a. Certification for organizing and managing In-Service Training/Seminar-Workshops
 - b. Approved Training Design
 - c. Attendance of Participants
 - d. Accomplishment Report (Narrative and Pictorial)
9. For Authorship
 - a. Copy of the articles published
 - b. Certification from the publisher
 - c. Copy of the Certificate of Copyright Registration for authorship of a book
 - d. Copy of the published book

Enclosure No. 4 of Division Memorandum No. 380, s. 2024

Division Assessment/Review of Credentials Committee

ELEMENTARY: 1. Dr. Jupiter I. Maboloc 2. Dr. Josephine D. Eronico 3. Mr. Lope S. Hubac	SECONDARY: (FILIPINO/TLE/ENGLISH) 1. Dr. Grace P. Mendez 2. Mr. Pablito D. Villalon 3. Dr. Evelyn H. Codilla
SECONDARY: (MATH/SCIENCE/ESP/AP/MAPEH) 1. Dr. Felix C. Galacio Jr. 2. Dr. Jeanylette C. Ayson 3. Dr. Generosa T. Castillo	