



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 OSDS-2022- 022

To : **PUBLIC SCHOOLS DISTRICT SUPERVISORS
 ELEMENTARY SCHOOL HEADS (DIGOS ORIENTAL & DIGOS
 OCCIDENTAL DISTRICTS)**

Subject : **SUBMISSION OF DOCUMENTS FOR THE IMPLEMENTATION OF
 RECLASSIFICATION OF POSITION THROUGH CONVERSION TO
 MASTER TEACHER POSITION**

Date : September 15, 2022

In pursuance to the Reclassification/Conversion of Positions for CY 2022, this Office advises Digos Oriental and Digos Occidental District Elementary Schools Heads to submit the complete documents for the Reclassification of Positions which are due for the implementation of the Conversion to Master Teachers positions. These are the available Master Teacher I positions for reclassification, to wit;

DISTRICT	NUMBER OF AVAILABLE ITEMS
Digos Occidental	2
Digos Oriental	1

Attached is the qualification standards of the position, and the list basic documentary requirements for conversion to Master Teacher position.

Teachers who submitted their applications during the first call for document submission are not required to submit again.

School Heads are requested to form a committee to review the completeness of the documents, wherein all complete pertinent documents of the applicants shall then be indorsed and forwarded per school to the Division Office on or before September 20, 2022.

For information, guidance, and compliance.

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED
 22-11414

DATE: SEP 23 2022 TIME: 9:22 AM

BY: [Signature]

[Signature]

CRISTY C. EPE

Schools Division Superintendent



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

1. MASTER TEACHER POSITIONS

- Master Teacher I, II and III Legal References:
- Chapter 6 Manual on Position Classification and Compensation Scheme for Teaching Positions in Elementary and Secondary Schools
- MEC Order No. 10, s. 1979 and DECS Order No. 57, series of 1997 (Requisites & qualifications needed for a candidate to be considered for the MT position)
- DECS Order No. 70, s. 1988 issued by the DECS with respect to its "Revised Policy on Master Teachers for Secondary School"

Requisites/ qualifications needed for a candidate to be considered for the Master Teacher position: (DECS Order No. 57, series of 1997)

MASTER TEACHER I

1. Permanent Teacher;
2. Bachelor's degree for teachers or equivalent as provided in the Magna Carta for Public School Teachers;
3. Very Satisfactory performance rating for the last two years;
4. At least 3 years teaching experience; and
5. At least 25 points in leadership and potential, or has been a demonstration teacher in the district level plus 15 points in leadership and potential.

Basic Documentary Requirements (Master Teacher Positions)

DOCUMENTARY REQUIREMENTS	NO. OF COPIES
1. Transcript of records (College, Masteral, Doctoral)	1 certified copy each
2. CAV of Masteral and Doctoral	1 certified true copy
3. Updated Service Records (within 3 months)	1 original copy
4. Duly Accomplished CSC Form 212 (PDS)	1 original copy
5. Performance Rating for the last two (2) consecutive years	1 certified copy each
6. Latest Appointment	1 certified true copy
7. Renewed PRC License	1 certified true copy
8. Certification by the School Head certified correct by the PSDS/PIC that the applicant has a regular load and advisory.	1 certified true copy



9. Latest Approved Individual Class Program	1 original copy
10. Certificate of Demonstration teaching and lesson plan evaluation for the last five (5) school years	1 certified true copy
11. Leadership, Potential and Accomplishments	1 clear copy each
12. For lone applicant, waiver regarding non-interest in applying for MT Reclass only those who are qualified for MT position listed under the concerned subject area (for secondary only)	1 original copy
13. School Form (SF) 7	1 original copy
14. Birth Certificate and Marriage Certificate	1 copy each
15. Omnibus Certification (sworn and subscribed)	1 original copy



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