



Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**September 27, 2023**

NO. 113 s., 2023

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

To: PUBLIC SCHOOLS DISTRICT SUPERVISORS  
 ELEMENTARY SCHOOL HEADS  
 SECONDARY SCHOOL HEADS (JUNIOR HIGH SCHOOL)

- In pursuance to Reclassification/Conversion of Positions for CY 2023, this Office advises all Elementary and Secondary (JHS) Schools to submit complete documents for the Reclassification of Positions which are due for the implementation of the Conversion to Master Teacher positions.
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PARTICULARS	POSITIONS	
	From	To
Elementary Schools	Master Teacher I	Master Teacher II
	Master Teacher II	Master Teacher III
Digos City National High School (English Department)- 1 MT	Teacher I, II, III	Master Teacher I
Digos City National High School	Master Teacher I	Master Teacher II
	Master Teacher II	Master Teacher III
Kapatagan National High School (Filipino, Mathematics and TLE Department)- 1 MT each Department	Teacher I, II, III	Master Teacher I

- Attached is the qualification standards of the position, and the list of basic documentary requirement for conversion to Master Teacher position.
- Public Schools District Supervisors are requested to form a committee to review the completeness of the documents and verify the authenticity of the submitted documents wherein all complete pertinent documents of the applicants shall then be indorsed and forwarded per district (for elementary) and subject area (for Junior High School) to the Division Office. The deadline for the submission of the applications for interested applicants shall be on October 9, 2023. Deadline for the submission of documents from District/School to the Division Office shall be on October 16, 2023.



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

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5. For information, guidance and compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
OIC – Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

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1. MASTER TEACHER POSITIONS

- Master Teacher I, II, and III Legal References:
  - Chapter 6 Manual of Positions Classification and Compensation Scheme for Teaching Positions 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.

**MASTER TEACHER II**

1. Master Teacher I for at least one year;
2. Very Satisfactory rating as MT I;
3. Bachelor's degree for teachers or equivalent as provided in the Magna Carta for Teachers, plus completion of academic requirements for Master of Arts; and
4. At least 30 points in leadership, potential and achievement; or has been a demonstration teacher in the division level plus 20 points in leadership and potential, provided the activities or accomplishments listed for this purpose had not been credited or used for similar promotions

**MASTER TEACHER III**

1. Master Teacher II
2. M.A. in education or equivalent
  - Bachelor's degree for teachers or equivalent plus 20 years experience and at least 20 M.A. units;
  - Bachelor's degree for teachers or equivalent plus at least 20 graduate units and at least 18 credit allowances.
  - Very satisfactory performance rating as Master Teacher II; and
  - At least 45 points in leadership, potential and achievement, provided the activities or accomplishments cited for this purpose had not been credited for an earlier promotion.

**BASIC DOCUMENTARY REQUIREMENT (MASTER TEACHER POSITIONS)**

DOCUMENTARY REQUIREMENTS	NO. OF COPIES
1. Transcript of records (College, Master, 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



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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 <b>qualified</b> 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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