



Republic of the Philippines
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



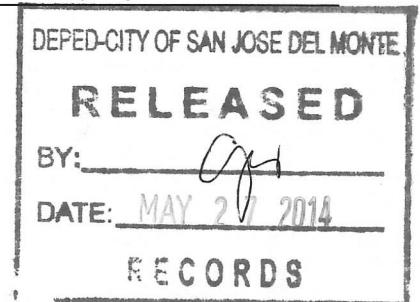
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May 26, 2014

Division Memorandum


No. 67 s. 2014

To: All Public Elementary School Heads/OIC's



RECLASSIFICATION OF MASTER TEACHER I ITEMS TO MASTER TEACHER II POSITIONS

1. This City Division announces the reclassification of Master Teacher 1 items to Master Teacher II positions. The number of Master Teacher 1 items to be reclassified will depend on the current needs of both the West and East Districts and the number of teachers who shall meet the required number of points.
2. Teachers who have held Master Teacher I position for at least one year and who will earn at least 30 points after the evaluation of documents are qualified for the reclassification of his/her own item.
3. Interested Master Teacher 1 shall undergo the ranking process and shall submit photocopy of the following document as requirements in the reclassification of items:
 - h. Certificate of District/Division Demo Teaching
 - i. CSC Form 212
 - j. Appointment paper (as Master Teacher I)
 - k. Transcript of Records (at least 24 Master's Degree units)
 - l. PAST (for the last 3 Rating Periods)
 - m. Certificates of relevant trainings and seminars
 - n. Certificates justifying the Outstanding Accomplishments within the last 5 years as subject coordinator or grade chairman, chairman of special committee, headed educational research, coordinator of community project or activity or program, managed or organized as in-service activity, authorship, curriculum instructional materials, effective teaching strategy, simplification of work and income generating project.
4. Schools are requested to pre-evaluate documents of candidates on or before June 20, 2014 and submit to the Division Office the Rank List together with folders on or before July 01, 2014.
5. Immediate and wide dissemination of this memorandum is desired.


ESTELITA G. PINEDA, CESO V
Schools Division Superintendent