



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



website: www.depedcsjdm.webs.com / e-mail: deped_csjdm@yahoo.com / telefax: (044) 815-2815

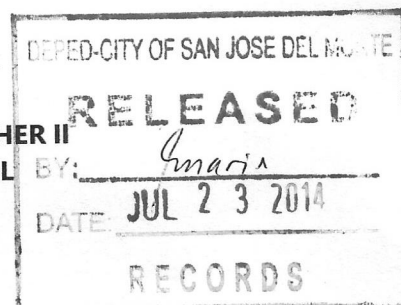
July 21, 2014

DIVISION MEMORANDUM


No. 115 s. 2014

**SCHEDULE OF OPEN RANKING FOR MASTER TEACHER II
FOR SAPANG PALAY NATIONAL HIGH SCHOOL**

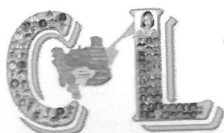
To : All Education Program Supervisors/Coordinators
All Secondary School Principals/OICs
All Secondary School Teaching Personnel



1. Per MEC Order No. 10 S. 1979 – ***“Implementing Rules and Regulations for the System of Career Progression for Public Schools Teachers”***, the City Schools Division will conduct an open ranking for Master Teacher II position for Sapang Palay National High School on August 5, 2014 (Tuesday) at 3:00 p.m. at the Division Office Conference Hall, San Ignacio St., Poblacion, City of San Jose del Monte, Bulacan.
2. Qualified candidates are those who have served at least one (1) year as Master Teacher I with Bachelor’s Degree for teachers or equivalent as provided in Magna Carta, plus completion of academic (CAR) requirements for M.A and have completed four (4) hours of relevant training.
6. Candidates must submit a photocopy of the following documents on July 25, 2014 (Friday) for pre-evaluation and original copy on the day of the open ranking:
 - a. Appointment paper as Master Teacher I
 - b. Transcript of Records (Master’s Degree)
 - c. Performance Rating for the last three (3) rating periods
 - d. Certificates and accomplishment reports within the last five (5) years as subject coordinator of grade chairman/ chairman of special committee/ headed educational research/ coordinator of community project or activity or program/ managed or organized an in-service activity/ authorship/ demo-teaching/ curriculum instructional materials/ effective teaching strategy/ simplification of work/ income generating project.
4. Immediate and wide dissemination of this memorandum to all concerned is desired.

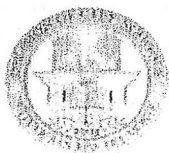

ESTELITA G. PINEDA, CESO V
Schools Division Superintendent

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“Collaborating with our Leaders, Caring for our Learners”





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INDIVIDUAL EVALUATION SHEET FOR MASTER TEACHER

Applicant: _____ Current Station: _____
Current Position: _____ Position Applied For: _____

CREDIT POINTS FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS

ITEM	Maximum No. of Points	Points Earned
a. Introduced any of the following which has been adopted or used by the school or district. - Curriculum or instructional materials - Effective teaching techniques or strategies - Simplification of work as in reporting system, record keeping, etc., procedures that resulted in cost reduction - A worthwhile income generating project for pupils given recognition by higher officials in the division	20 points for any one of the item	
b. Served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc., and discharged such assignment satisfactorily for at least two years provided such assignments or service 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; committee to prepare school program, and discharged the work efficiently.	12 points	
d. Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction for community development, or teacher welfare. For participation as member of such activity (7 points)	12 points	
e. Coordinator of community project or activity or 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. For participation as member of such activity (7 Points)	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. Trainor of or coach to contestants who receive prizes, commendations or any form of recognition: National Winner - 10 points Regional Winner - 5 points Division winner - 3 points 2. Athletic coach of athletes or teams who won prizes as follows: National Level - 10 points Division Level - 3 points Regional Level - 5 points District Level - 1 point 3. Coordinator of Boy Scout or Girl Scout Activities: National Level - 10 points Division Level - 3 points Regional Level - 5 points District Level - 1 point	10 points	
h. Authorship (10 points) for a book and 1 point for each article provided they are on education - Sole Authorship - 10 points Co-Authorship - 5 points Article - 1 point/article	10 points	
TOTAL	100 Points	