




MEMORANDUM 138

TO : All Secondary School Heads
All Concerned Senior High School Applicants

FROM :  **ARNULFO M. BALANE, CESO V**
Schools Division Superintendent

Subject: Division Policy on Hiring Senior High School Teachers According to
Qualification Standards vis-à-vis Available Position Titles

Date : May 2, 2016

1. This school year, a total of 666 teacher items intended for senior high school have been approved for this division. These items have different position titles prorated as: Master Teacher I (16), Master Teacher II (64), Teacher III (185), Teacher II (297), Teacher I (104).
2. However, with the initial assessment of applicants, it was revealed that there are those whose applicable positions vis-à-vis the approved qualification standards qualified for Master Teacher I, II, III and IV.
3. This office hereby issues to the field the division policies relative to the hiring of the Senior High School teachers considering the existing guidelines, rules and regulations vis-à-vis the available items allotted for this division, to wit:
 1. Qualified applicants who have been assessed for Master Teacher IV and Master Teacher III will be offered the Master Teacher II items first; then, Master Teacher II qualified applicants will be offered the remaining Master Teacher II and I items.
 2. These qualified applicants will be ranked as one group to determine who will be offered the total 80 Master Teacher II and Master Teacher I items.
 3. Those who will be cut from the first 80 slots will be offered Teacher III items until such time that these items are exhausted, and cascading down to Teacher II and I respectively.
 4. Localization will also be observed, with exception for highly meritorious and exigencies in the school and/or area. Anent this, the school selection committee through school heads should submit a written justification for deviation from the localization guideline with attached evidence/s such as refusal and/or waiver of the applicant/s being called and offered the position, and such other proofs of justifiable circumstance.
4. Likewise, those who will refuse the offer for whatever personal reasons, may be considered second priority when the qualified applicants from the second call up are determined.
5. For the information and guidance of all concerned.