



Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



March 5, 2019

DIVISION MEMORANDUM

No. 76, s. 2019



RANKING OF MASTER TEACHER II POSITIONS

TO : Assistant Schools Division Superintendents
 Chiefs of CID and SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Heads of Public Elementary Schools

1. This office shall conduct the evaluation and ranking of all interested and qualified applicants to the positions of Master Teacher II for natural vacancies and reclassification for school Year 2018-2019.
2. Applicants must meet the Qualification Standards for the positions per MEC Order No. 10, s. 1979.

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| Position Education Experience Performance Rating (last 3 years) Training Eligibility Permanent Teacher Others | Master Teacher II Bachelor's Degree in Elementary Education plus 24 units Master's Degree in Education 2 years as Master Teacher I Very satisfactory 4 hours relevant training (PBET OR LET) Actually Teaching (360 minutes) Action Research (At least approved proposal) |
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3. Applicants shall submit the following documents:
 - a. Application letter stating the position applied for
 - b. Performance Rating for the last 3 rating periods (with numerical ratings)
 - c. Transcript of Records and Special order
 - d. Eligibility Rating
 - e. Service Records
 - f. Other documents for claims on Leadership, Potential and Equivalent for criterion A to H. Please refer to MEC Order No. 10, s. 1979.
4. The following schedule of activities shall be observed:
 - March 18, 2019 – Submission of documents to the District
 The Public Schools District Supervisor shall review and check that the applicants meet the Qualification Standards.
 - March 19, 2019 – PSDS submits the list of applicants to the ASDS office.
 - March 20, 2019 - Deliberation of documents (Applicants are advised to bring their original documents for verification.)
5. The Division Personnel Selection Board shall be composed of the following:
 - Chairman: Ms. Dolores Q. Mapusao, ASDS
 - Co-Chairman: Dr. Cecile C. Ferro, ASDS
 - Members: Arnel Verona, President of NEU

Members: Maria Divina H. Calleja, Administrative Officer IV-HRMO
CASESTEA President
President of the PSDS Association

6. All expenses incurred relative to these activities shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of and compliance with this Memorandum is desired.


CÉCILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent

References

DO 26, s. 2016

DO 66, s. 2007

To be indicated in the Perpetual index
under the following subjects

APPOINTMENT
EMPLOYEES
OFFICIALS
EMPLOYMENT
POLICY
PROMOTION
QUALIFICATION