





Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division Superintendent

DIVISION MEMORANDUM 000137

To: OIC-Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public School District Supervisor of Paluan District
Public Elementary School Heads of Paluan District
All Others Concerned

From: 
LYNN G. MENDOZA
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the SDS 

Subject: DIVISION RANKING OF APPLICANTS FOR RECLASSIFICATION OF
ITEMS FOR MASTER TEACHER I POSITION IN PALUAN DISTRICT

Date: April 1, 2022

This is to announce that the Schools Division Office of Occidental Mindoro now accepts application for Master Teacher I position through reclassification of item for Elementary Schools District of Paluan.

The Qualification Standards (QS) set according to MEC Order No. 10, s. 1979, and DECS Order No. 57, s. 1997 shall be strictly observed. They are best explained in the videographic prepared and presented by the Administrative Division of DepEd MIMAROPA Regional Office. The said video can be accessed at <https://www.facebook.com/103555148527382/videos/122264349857948> for reference.

Our Public Schools District Supervisor, Dr. Emmanuel Flores and all Elementary School Heads of Paluan are advised to encourage all Teachers III of Paluan Elementary School District to submit application for ranking for reclassification for Master Teacher I position. Minimum requirements include:

1. Performance Rating of at least Very Satisfactory (VS) in the last three rating periods, or two consecutive Outstanding Performance Ratings in the last two years
2. At least Three Years of Teaching Experience
3. Minimum of 18 units in Master of Arts in Education
4. Has Served as Demonstration Teacher in school or higher level
5. At least 25 Points in Leadership, Potential, and Accomplishments

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All interested applicants who meet the required QS shall submit one (1) copy of the following documents with tabs/ears for evaluation in the Personnel Unit, thru Administrative Officers II deployed in the schools in Paluan District on or before April 8, 2022.

- a. Letter of Intent
- b. CSC Form 212 (Revised 2017) with prescribed ID picture
- c. Photocopy of the IPCRF for the last three (3) rating periods
- d. Service Record
- e. Photocopy of Transcript of Records
- f. Photocopy of Leadership, Potential, and Accomplishments including:
 - i. Innovation
 - ii. Grade/Committee Chairmanship/Coordinator/Advisorship
 - iii. Special Committee Organized/Managed
 - iv. Research Initiated
 - v. Community Project Coordinated/Managed
 - vi. In-Service Activity Organized/Managed
 - vii. Achievements as Trainer/Coach in Learning Areas or in Curricular and Co-Curricular Activities like in Journalism, BSP/GSP/GPP/DRRM/SBFP
 - viii. Authorship

All Teachers III who may not be qualified nor interested to participate in the selection process must submit a waiver indicating their valid reason.

Original documents of all the submitted photocopies shall be presented during the validation simultaneous with the conduct of interview and demonstration teaching to be held at Igsuso Elementary School in May 2022.

All Administrative Officers II in Paluan are asked to receive and indicate sequential numbering of the pages upon receipt of the documents.

Immediate and wide dissemination of this Memorandum is desired.