



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Division Memorandum No. 046
Series 2021

To : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operation Division (SGOD)
Education Program Supervisors, SEPS, Division Personnel
Public School Heads/Principals/OIC's
All Others Concerned

Subject: **GUIDELINES FOR RECLASSIFICATION OF MASTER
TEACHER I**

From : The Schools Division Superintendent
Date : February 15, 2021

This Office hereby announces the Assessment and Evaluation of Qualified Applicants for reclassification of **Master Teacher I (Elementary)** positions. Below is the Basic Qualifications and Checklist of Requirements to be complied, submitted and followed:

Basic Qualifications for Master Teacher I

1. Permanent Teacher (at least 3 years)
2. Bachelor's Degree for Teachers or Bachelor's degree with 18 professional units in Education and 18 units for MA in Education or its equivalent
3. At least Very Satisfactory (VS) Performance for the last three (3) years
4. Eligibility (PBET / LET)
5. At least 25 points in leadership potential and accomplishments or has been a demonstration teacher on the district level (10 points) plus 15 points in leadership potential and accomplishments.

Demonstration Teaching

1. Claim for demonstration teaching shall be supported with the following:
 - a. Lesson Plan
 - b. Certificate of recognition/commendation as demonstration teacher duly signed by authorities in the district/division/region/national as the case may be.
 - c. It should be collaborated by 3 to 5 teachers present during the demonstration teaching
 - d. Observation tool utilized by observer may be added if there is any.
2. Level of demonstration teaching minimally required is:
 - a. Cluster level for MT I

Documents to be submitted:

1. Letter of Intent
2. Omnibus Sworn Statement
3. Duly Accomplish Personal Data Sheet (PDS)
4. Transcript of Records (Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units with least 18 MA in Education units)
5. Updated Service Records
6. Xerox Copy of Latest Appointment
7. Performance Rating for the last 3 years
8. Updated PRC License (**Expired License will not be processed for appointment**)

Deadline for submission is on February 26, 2021

For information and compliance.


DR. LORNA G. BUGAYONG CESOV
Schools Division Superintendent