



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
 SCHOOLS DIVISION OF AKLAN

November 6, 2024

DIVISION MEMORANDUM
 No. 536, s. 2024

SUBMISSION OF APPLICATION FOR VACANT MASTER TEACHER POSITION

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher-In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

- Pursuant to DepEd Order No. 19, s. 2022 titled “The Department of Education Merit Selection Plan”, **this Office announces the submission of application for the vacant Master Teacher II position listed below:**

District	Position	SG	Salary	Qualification Standard			
				Education	Training	Experience	Eligibility
District of Malay (1 item)	Master Teacher II (Elem)	19	53873	Bachelor of Elementary Education (BEEEd) or bachelor's degree plus 18 professional units in Education and 24 units for a Master's degree in Education or its equivalent	4 hours relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)

- Esponsing the principles of merit, fitness, and equal opportunity, all interested qualified applicants regardless of age, gender, civil status, disability, ethnicity, social status, religion, and political affiliation** are advised to submit their application documents to the **District Sub-Committee** for authentication of the documents and endorsement to the Division Office not later than **November 20, 2024 (Wednesday), until 5:00 p.m. only.**
 Applicants who failed to submit complete documentary requirements on the set deadline shall not be included in the pool of official applicants. **No additional documents shall be accepted after the set deadline.**
- Applicants must submit their application letter with complete documentary requirements which must be arranged and properly labeled with dog-ears/side tabbing. The following are the documents to be submitted:
 - Letter of intent addressed to the Schools Division Superintendent;
 - Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 - Photocopy of valid/updated PRC License/ID;
 - Photocopy of certificate of PBET/LET/LEPT Rating;
 - Photocopy of Transcript of Records (TOR), including completion of graduate and post-graduate units/ degrees;



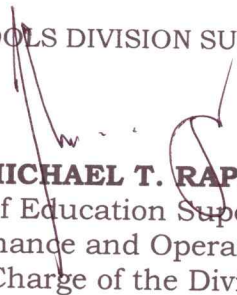
Poblacion, Numancia, Aklan
 Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741
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 Email Address: aklan.1958@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

- f. Duly signed Service Record;
 - g. Photocopy of latest appointment;
 - h. Photocopy of the Performance Rating in the last 3 rating periods;
 - i. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by authorized official.
 - j. **Applicants must submit other required documents indicated in MEC Order No. 10 s. 1979 and Regional Memorandum No. 73 s. 1985, if available, as basis for the comparative assessment.**
4. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. **Any false and fraudulent document submitted shall be grounds for disqualification.**
 5. Expenses of the HRMPSB relative to the evaluation of documents, deliberation, and preparation of Comparative Assessment Result (CAR), shall be charged against the local funds, subject to the usual budgeting, accounting, and auditing rules and regulations.
 6. Immediate and wide dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


MICHAEL T. RAPIZ
Chief Education Supervisor
School Governance and Operations Division
In-Charge of the Division

Reference: As stated
Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES HIRING RECRUITMENT TEACHERS

RFD/mtb



Poblacion, Numancia, Aklan
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741
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Republic of the Philippines
MINISTERIO NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Manila

January 31, 1979

MEC ORDER
No. 10, s. 1979

IMPLEMENTING RULES AND REGULATIONS FOR THE SYSTEM
OF CAREER PROGRESSION FOR PUBLIC SCHOOL TEACHERS

TO: Bureau Directors
Regional Directors
School Superintendents

1. Inclosed are the rules and regulations for the implementation of Executive Order No. 500 of the President dated March 21, 1978, entitled "Establishing a New System of Career Progression for Public School Teachers", as promulgated by the Civil Service Commission, the Budget Commission and this Office.

2. It is desired that, immediately upon receipt of this MEC Order, schools division superintendents create a selection committee in the division office, and a selection committee in each district, for purposes of screening candidates and determining those who should be appointed to Master Teacher I position. The candidates should be determined before March 1, 1979.

3. Initially, since there are 15,000 positions available, the number of Master Teacher I positions allotted to each district may be estimated by multiplying the number of teachers in the district by .05. This Office will send to the division the final number of Master Teacher positions allotted to each district. It must be stressed that these are not new positions and therefore no vacancies are created. The number of teachers in a district remain the same but those appointed Master Teachers only get augmentation in pay retaining their usual items.

4. The following procedure is suggested in selecting such candidates:

- a. Wide publicity should be given in every school in the division to the rules and regulations, particularly the criteria for Master Teachers.

b. School principals and division supervisors should be asked to submit to the district committee the names of candidates for Master Teacher together with all supporting papers in accordance with the aforementioned criteria.

c. The tentative list of Master Teacher candidates in the district should be posted in all schools so that any teacher who feels she deserves to be on the list but has not been included, may request inclusion of her name provided she can present supporting papers to justify her claim. To obviate the possibility of deserving teachers being by-passed by the District Selection Committee, a teacher who feels that her justified request had been ignored, may bring her case direct to the division selection committee.

d. The District Selection Committee shall go over the papers of the candidates and submit to the Division Committee the names of those recommended for Master Teacher position, listing the names according to rank.

e. The District Committee shall review all the recommendations for the district, carefully checking whether all the candidates meet the criteria specified. It shall certify that the candidates meet the requirements and the supporting documents are authentic.

f. The Division Committee will rank all candidates from the districts and shall recommend to the superintendent the nominees in accordance with the number allotted. The superintendent shall make the final recommendation to the Regional Director who issues the appointments for the position.

5. The Regional Director shall create a special committee to review all recommendations of the divisions before making the final decision on who should be issued appointments as Master Teachers.

6. It is understood that Regional Directors shall be held responsible for any irregularity in the appointment

of Master Teachers. They are therefore enjoined to observe the utmost care and fairness in making such appointments, instituting checking measures down to school level.

7. The schools division superintendent shall direct principals, district supervisors, and division supervisors to see to it that maximum and optimum use is made of the Master Teachers.

8. Regional directors shall furnish the Ministry of Education and Culture with a list, by divisions and by districts, of all those to be issued appointments as Master Teacher I.

(SGD.) JUAN E. MANUEL
Minister of Education and Culture

Incl.:
As stated

Reference: None

Allotment: 1-2--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

- ~~APPOINTMENT, EMPLOYMENT, REAPPOINTMENT~~
- ~~FUNDS~~
- ~~LEGISLATION~~
- ~~QUALIFICATIONS~~
- ~~SALARY~~
- ~~TEACHERS~~

TABLE OF CREDIT ALLOWANCES

(To offset deficiency in educational preparation or years of service requirement for purposes of determining MA equivalent).

NOTE: Any activity or accomplishment already used for an earlier promotion may not be used for the next promotion. For example: if a scholarship of one year in 1975 has been credited for Master Teacher I, the same may not be credited for purposes of promotion to Master Teacher II.

A. Scholarships/Training grants without academic credits, in educational fields

1 year scholarship	- 5 units
10 months scholarship/training	- 3 "
6-9 mos. " "	- 2 "
2-5 mos. " "	- 1 unit
1 month and below " "	- .5 unit

B. Awards/commendations (for excellence in any aspect of education) given by MEC officials

National Award	- 5 units
Regional Award	- 4 units
Division Award	- 2 units
District Award	- 1 unit

C. Official educational travel outside the country: for every travel abroad of at least 1 week - 1 unit; 2 weeks or more - 2 units

D. In-service Training - seminars, workshops

Seminars on relevant subject areas	- 1 unit for every 15 hours
Workshop on relevant subject areas	- 1 unit for every 15 hours
Work Conferences on relevant subject areas	- 1 unit for every 15 hours

CRITERIA FOR MASTER-TEACHER

(Note: A candidate must possess all the qualifications indicated to be considered for the Master Teacher position.)

Master Teacher I

1. Permanent teacher.
2. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers.
3. Very satisfactory performance rating for the last two years (at least 33 pts.)
4. At least three years experience.
5. At least 25 points in leadership and potential (see attached table) or has been a demonstration teacher on the district level plus 15 points in leadership and potential.

Master Teacher II

1. Master Teacher I (or ESP I) for at least one year.
2. Very satisfactory rating (at least 33 pts.) as Master Teacher I (or ESP I).
3. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers, plus completion of academic requirements for M.A.
4. At least 30 points in leadership, potential, and achievement, or demonstration teacher on the division level plus 20 points in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotions.

Master Teacher III

1. Master Teacher II.
2. M.A. in education or equivalent.

The following are considered M.A. equivalent:

- a. Bachelor's degree for teacher or equivalent plus 20 years experience and at least 20 units for M.A.
- b. Bachelor's degree for teacher or equivalent plus at least 20 graduate units and at least 18 credit allowances (See table of credit allowances.)
3. Very satisfactory performance rating (at least 35 pts.) as Master Teacher II.
4. At least 45 points in leadership, potential and achievement provided the activities or accomplishments cited for this purpose had not been credited for an earlier promotion.

Master Teacher IV

1. Master Teacher III
2. At least an M.A. in Education, MAT, or M.Ed.
3. Outstanding performance rating as Master Teacher III.
4. At least 60 points in leadership, potential, and achievements provided the accomplishments and achievements cited for this purpose had not been credited for an earlier promotion.

(Inclosure to MEC Order No. 10, s. 1979)

**RULES AND REGULATIONS FOR THE IMPLEMENTATION OF THE
SYSTEM OF CAREER PROGRESSION FOR PUBLIC SCHOOL
TEACHERS**

1. Only those who are actually teaching shall be considered for Master Teacher position. This includes teachers who besides providing special services have regular teaching loads.
2. Master teachers shall be selected on the basis of the inclosed criteria. It is stressed that a candidate must possess all the qualifications specified. Unless otherwise indicated, no substitutions for the qualifications required shall be allowed.
3. Positions for Master Teacher shall be allotted by divisions proportionally on the basis of number of teachers. The number of positions for the division shall likewise be distributed proportionally among all districts.
4. If the number of qualified candidates in the division exceeds the number of positions allotted, all qualified candidates shall be ranked, and the positions awarded on the basis of the ranking. Qualified candidates who cannot be issued appointments as Master Teacher for reasons of unavailability of position, shall automatically be ranked with candidates for the next succeeding year.
5. If there are not enough qualified teachers in the district to fill the number of Master Teacher positions allotted to it, the positions may be filled by qualified teachers from other districts provided however that such teachers shall serve in the district where the Master Teacher positions have been allotted.
6. Master Teachers shall have regular teaching loads. In addition, they are expected to assist other teachers in the school or district toward improving their competence, take the leadership in the preparation of instructional and other materials or perform such other functions commensurate with their capabilities, as the principal may assign. Master Teachers may also be required to serve as demonstration teachers or teacher-consultants in other schools in the district.

7. All Master Teachers shall be administratively under the school head/s where they are assigned notwithstanding their rank and salary.

8. The rates of compensation of the different levels of Master Teacher positions shall correspond to those in the administrative group as follows:

- Master Teacher I - Principal I
- Master Teacher II - Principal II
- Master Teacher III - Principal III
- Master Teacher IV - Principal IV

9. As indicated in Executive Order No. 500, there shall be no switching from one career line to another unless it is clearly demonstrated that the individual possesses the necessary qualifications for the other career line and such qualifications exceed those of individuals in the career line who may also be considered for any existing vacancy. For example, a Master Teacher I who desires to switch to the Administrative Group may be considered for promotion to Principal II if he possesses all the qualifications for Principal II and he outranks all the Principals I who are aspiring for the position. Likewise, a Principal III may switch to Master Teacher IV only if he possesses all the qualifications for Master Teacher IV and such qualifications exceed those of Master Teachers III in the division who are candidates for Master Teacher IV position.

10. Master Teachers IV may be considered, together with district supervisors, for promotion to higher positions provided they possess all the requirements for the positions.

11. Initially, there shall be 15,000 positions for Master Teacher for elementary school teachers. Positions for Master Teachers II, III, and IV will subsequently be created.

12. Positions for Master Teachers in the secondary level may be created by the local governments or schools concerned provided they are given on the basis of the criteria specified.

(SGD.) JUAN L. MANUEL
Minister of Education
and Culture

(SGD.) JACOBO C. CLAVE
Chairman, Civil Service
Commission and Presidential
Executive Assistant

(SGD.) JAIME C. LAYA
Minister of the Budget

CREDIT POINTS FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS

	Maximum Number of Points
a. Introduced any of the following which has been adopted or used by the school or district	20 points for any one of the items
- Curriculum or instructional materials	
- Effective teaching techniques or strategies	
- Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction	
- A worthwhile income generating project for pupils given recognition by higher officials in the division	
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 services 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	12 points
For participation as member of such activity (7 points)	
e. Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agricultural fairs, etc., for at least two years	12 points

For participation as member of such activity
(7 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 : 10 points

(1) Trainer of or coach to contestants who receive prizes, commendations or any form of recognition:

National winner	10 pts.
Regional winner	5 pts.
Division winner	3 pts.

(2) Athletic coach of athletes or teams who won prizes as follows:

National level	10 pts.
Regional level	5 pts.
Provincial level	3 pts.
District level	1 pt.

(3) Coordinator of Boy Scout or Girl Scout activities:

National level	10 pts.
Regional level	5 pts.
Provincial level	3 pts.
District level	1 pt.

h. Authorship : 10 points

(10 points for a book and 1 point for each article provided they are on education)

Sole Authorship	10 pts.
Co-authorship	5 pts.
Articles	1 pt. per article

100 points

Ministry of Education, Culture and Sports
REGION VI - WESTERN VISAYAS
La Paz, Iloilo City

July 29, 1985

REGIONAL MEMORANDUM
No. 73, s. 1985

REVISED PROCEDURE ON THE PROCESSING AND EVALUATION OF
PAPERS FOR PROMOTION/RECLASSIFICATION TO MASTER
TEACHER POSITIONS

To: All Schools Division Superintendents/
Principals/Administrators of National/
Comprehensive/Brgy. High Schools

1. Conformably to MECS Order No. 37 s. 1985, and in order to facilitate prompt action on the papers of candidates for reclassification or promotion to master teacher positions, the following revised procedure on the processing and evaluation of said papers are hereby issued for the guidance of all concerned.

a. To avoid undue delays in the evaluation of papers of candidates for master teacher, all claims for point credits under Basic Qualification and Leadership, Potential and Accomplishments should be supported by valid, pertinent documents. As a guide to the field as to what specific documents should be submitted in support of each claim there is enclosed a listing of papers required, for the information and guidance of the candidates. No point shall be credited to a candidate without the corresponding document.

b. The initial screening of candidates for master teachers to determine those qualified shall be done by the District Selection Committee in the case of elementary grades teachers, and by the School Selection Committee in the case of secondary school teachers. In this connection, attention is invited to paragraph 4 of MEC Order No. 10, s. 1979, as follows:

"c. The tentative list of Master Teacher candidates in the district should be posted in all schools so that any teacher who feels she deserves to be on the list but has not been included, may request inclusion of her name provided she can present supporting papers to justify her claim. To obviate the possibility of deserving teachers being bypassed by the District Selection Committee, a teacher who feels that her justified request has been ignored, may bring her case direct to the Division Selection Committee."

- c. The District/School Selection Committee shall submit the District/School rank list, together with the pertinent papers and supporting documents of all the candidates, to the Division Office or the Regional Office in the case of secondary schools directly supervised by the Regional Office, not later than July 15 of the school year. The cut-off period for all claims for credit points shall be the close of the long vacation of the preceding school year. (June 20)
- d. The Division Selection Committee shall review the evaluation made by the District/School Selection Committee, particularly with respect to the validity of documents submitted in support of point credits of candidates and affirm or revise the district rank list. It shall consider all appeals or protests made in consonance with the procedures mentioned above. The ranking as finally determined by the Division Selection Committee shall be considered the perpetual rank list for that particular school year, conformably to MECS Order No. 37, s. 1985, and should be made public and open to all candidates.
- e. The rank list for each district or secondary school shall be submitted to the Regional Office, together with the papers of the most ranking candidates being recommended to fill the available or vacant slots. Thus, if there are two vacant slots in the district, only the papers of the first two most ranking candidates shall be forwarded to the Regional Office for review and action. If at any time during the year, any other vacancy occurs or additional slots allotted to the district, only the paper/s of the next ranking candidate/s shall be forwarded to the Regional Office.
- f. The Regional Selection Committee shall evaluate the papers of the candidates recommended for reclassification or promotion to master teacher positions to determine if they meet the basic qualifications and, unless a formal protest is made by an aggrieved candidate in consonance with regulations, shall give due course to their appointments. If the Committee determines that any candidate recommended for promotion is not qualified on the basis of the minimum criteria for the position, it shall return said papers to the Division Office.
- g. The other pertinent provisions of MECS Order No. 37, s. 1985 should be observed.

2. Immediate compliance with this Memorandum is enjoined.

ANTONIO V. TANCHUAN, C.E.S.O. II
Regional Director

Incl.: As stated

Reference: MECS Order No. 62, s. 1983
MECS Order No. 37, s. 1985
Regional Order No. 13, s. 1984
MEC Order No. 10, s. 1979
MECS Order No. 29, s. 1979

Allotment : 1-2-3 (D.O. 1-76)

To be indicated in the Perpetual Index under the following subjects

APPOINTMENT OFFICIAL PROMOTION RULES AND REGULATIONS TEACHERS

Documents / RED

GUIDELINES IN THE EVALUATION OF PAPERS FOR PROMOTION/ RECLASSIFICATION TO MASTER TEACHER

I. Basic Qualification

Papers / Documents To Be Submitted

- A. Permanent Teacher
 - B. Bachelor's Degree
 - C. At least VS performance rating for the last two years.
 - D. At least 3 years experience
 - E. Actually teaching at the time the vacancy occurs.
- A. Certified xerox copy of appointment as permanent teacher.
 - B. Certified xerox copy of transcript of *records* ratings (and special order as the case may be).
 - C. Certified xerox copy of performance rating for the last two years immediately prior to the selection process or to the date the natural vacancy occurred.
 - D. Service Record duly signed
 - E. Copy of Teachers Program (not classroom program) showing number of minutes of regular teaching load at the time the vacancy occurred.

Regular Teaching Load:

- At least 200 minutes - Required for teachers including property custodian.
- At least 80 minutes - Required for district subject Coordinator, special teachers or teachers-in-charge of a school.

(Note: Secondary schools shall submit certification of availability of funds for the newly-created MT item)

II. Leadership, Potentials, Accomplishments

Introduced:

A-1 Curriculum or instructional materials

- A-1.1 Copy of materials prepared *to district supervisor*
- 1.2 Certification signed by a committee in the division office that such candidate prepared the materials and was utilized by the teachers.

(Example: Curr. materials in English to be signed by Division English Supervisor, District Supervisor and Division Superintendent)

- 1.3 Certificate of recognition signed by a committee in the division office including the superintendent.

A-2 Simplification of work

- A-2.1 Proof Showing simplification of work duly signed by the district supervisor.
- ~~2.2~~ Certification signed by the district supervisor that such candidate introduced simplification of work.
- 2.3 Certificate of recognition for the simplification of work signed by the Division Office Committee.

A-3 Worthwhile income-generating project

- A-3.1 Certificate of recognition/citation signed by a Committee in the division office including the school's superintendent.
- 3.2 Narrative report on this income-generating project duly attested by school head and district supervisor.
- 3.3 Income Statement duly attested correct

Handwritten notes and signatures at the bottom of the page.

7

3.4
~~3.5~~

Copy of project proposal approved by the district supervisor and the person in-charge in the division office.

Note: An income-generating project on green revolution not recognized by the Division Office but with other supporting papers maybe credited in letter C for 12 points.

B. Served as:

- B-1 District Subject Coordinator (for at least 1 year)
 - B-1.1 Designation signed by district supervisor
 - 1.2 Report of accomplishments attested by district supervisor/*secondary school head*
 - 1.3 Certification as district/*secondary school* coordinator stating inclusive date of service signed by district supervisor/*secondary school head*
- B-2 As Grade Chairman (With at least 6 members ~~and~~ at least 1 year)
 - B-2.1 Copy of designation signed by district supervisor/*secondary school head*
 - 2.2 Report of accomplishments and duties attested by district supervisor/*secondary school head*
 - 2.3 Certification as grade chairman stating inclusive date of service signed by district supervisor/*secondary school head*
 - 2.4 List of members under her chairmanship
 - 2.5 ~~Other outputs which maybe presented~~
to support claim (optional)
- B-3 As club adviser (For at least 2 years)
 - B-3.1 Copy of designation signed by the school head
 - 3.2 Report of accomplishments ~~and duties~~ attested by the school head.
 - 3.3 Certification as club adviser signed by the school head stating inclusive date of service.
 - 3.4 List of officers of the club *duly attested*
 - 3.5 ~~Other outputs which will support claim~~

C. Served as:

- C-1 Chairman of Special Committee to Prepare Instructional Materials (For participation as member, 7 points)
 - C-1.1 Designation signed by school/*head*/district supervisor.
 - 1.2 Certification as club adviser stating inclusive date of service signed by school head/*chairman*/district supervisor.
 - 1.3 List of members of the committee duly certified.
 - 1.4 Sample of instructional materials prepared.
- 2 Chairman to prepare Intermediate School Program (Schedule of intermediate classes)/District Action Program.
 - C-2.1 Designation signed by school head/district supervisor.
 - 2.2 Copy of school program/action program prepared. *duly attested.*
 - 2.3 List of members of the committee *duly attested*
 - 2.4 Certification as chairman signed by school head/district supervisor.
- 3 Chairman of District Testing Committee
 - C-3.1 Designation signed by district supervisor
 - 3.2 Copy of test prepared
 - 3.3 Report of findings or analysis of the test conducted.
 - 3.4 Conducted Certification as chairman signed by district supervisor/*secondary school head*.

- 1.3 List of members of the committee - duly certified
- 1.4 Sample of instructional materials prepared.
- 2 Chairman to prepare Intermediate School Program (Schedule of intermediate classes)/District Action Program.
 - C-2.1 Designation signed by school head/district supervisor
 - 2.2 Copy of school program/action program prepared duly attested.
 - 2.3 List of members of the committee duly attested
 - 2.4 Certification as chairman signed by school head/district supervisor.
- 3 Chairman of District Testing Committee
 - C-3.1 Designation signed by district supervisor/secondary school head
 - 3.2 Copy of test prepared
 - 3.3 Report of findings or analysis of the test conducted.
 - 3.4 Certification as chairman signed by district supervisor/secondary school head.

- D. Initiated/Headed an Educational Research including Action Research (For participation as member, 7 points).
 - D-1 Copy of research proposal duly approved by Division Office.
 - 2. Copy of the completed research work duly approved by MECS Regional Office.

- E. Coordinator of a Community Project, for at least 2 years (For participation as member, 7 points).
 - E-1 Certification as coordinator of a community project indicating inclusive years signed by barangay or head of agency and attested by district supervisor or principal.
 - 2 Report of accomplishments attested by barangay captain and district supervisor or school head.
 - 3 List of officials

NOTE: Community projects are accomplished for the benefit of the community. (purok, barangay or town and not for the school).

- F. Organized/Managed an In-Service Activity
 - F-1 Designation to conduct an in-service training in school.
 - 2 Certificate of attendance to a seminar or training prior to the school seminar conducted by MECS only (If not conducted by MECS, submit authority to attend).
 - 3 Program of activities showing role of candidate (Facilitator receives no credit).

NOTE:

 1. Boy and Girl Scout training programs are not credited.
 2. EDPITAF or TBS Mass training program conducted are not credited.
 3. "In-depth Study Session in Pilipino" may be credited if it meets the requirements as stated.

- G-1 Trainer or Coach
 - G-1.1 Designation as coach/trainer
 - 1.2 Copy of awards or proof of awards received by contestant.
 - 1.3 Certification as trainer with the name of the contestant, level of contest, date, venue and prize received, whether 1st, 2nd or 3rd, signed by school authorities concerned.

National Winner - 10 points
 Regional Winner - 5 points
 Division Winner - 3 points
 District Winner - no credit

1-2 Awards

- National Award - 10 pts.
- Regional Award - 5 pts.
- Division Award - 3 pts.

G-2.1 Copy of award received by the candidate or certification signed by proper school officials.

NOTE:

1. Certificates of appreciation or recognition for service of short time duration such as those received for service rendered in in-service training programs are NOT credited.
2. RATE Award is credited 5 points each.
3. All awards in scouting are NOT credited but may serve as document to support accomplishments as District Boy/Girl Scout Coordinator.

H. Authorship

- H-1 Certification that school candidate wrote the article in a certain magazine, date of issue, page it appeared
- 2. Copy of magazine where article appeared.

I. Demonstration Teacher

- I-1 Certification as demonstration teacher
- 2 Copy of lesson plan duly attested

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.