



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

March 10, 2023

**DIVISION MEMORANDUM**

No. 040, s. 2023

**CONDUCT OF ASSESSMENT FOR THE RECLASSIFICATION OF POSITIONS TO  
MASTER TEACHER IN THE ELEMENTARY**

**To:** Assistant Schools Division Superintendent  
Division Personnel Selection Board  
Public School District Supervisors/OIC-PSDSs  
Secondary School Principals  
All Others Concerned

1. This Office will conduct an assessment for reclassification of positions to Master Teacher per district in the elementary.
2. Upon review of the submitted updated Data District Bulletin for SY 2022-2023, only Master Teacher I slots are available for reclassification. Attached in this memorandum marked as Annex A are the districts with available slots for Master Teacher I.
3. Below is the Civil Service Commission basic qualification standards for the said position:

**MASTER TEACHER I**

<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>TRAINING</b>	<b>ELIGIBILITY</b>
Bachelor of Elementary Education (BEEd); or Bachelor's Degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years of relevant experience	None required	RA 1080 (Teacher)

4. **MEC Order No. 10, s. 1979** will be used as reference and for the computation of points.



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5. Two sealed envelopes are required to be submitted; the contents of which are stated below:
  - a. First Envelope (for pre-assessment)**
    - i. Transcript of Records for Baccalaureate and Masteral and/or Doctoral Studies or certification of units earned in Masteral and/or Doctoral Studies;
    - ii. Service Record;
    - iii. Certificates of Trainings;
    - iv. Copy of PRC License and/or CSC Eligibility
  - b. Second Envelope (for ranking purposes)**
    - i. All relevant documents to be assessed during deliberation. (e.g. IPCRF for the last three years; Certificates of Trainings; Outstanding Accomplishments (Meritorious Accomplishments).
6. Documents will be promptly pre-assessed upon submission so that the applicants will immediately know if they are qualified to proceed with the ranking process.
7. The Deadline of submission is on **March 17, 2023 at 5:00 P.M. No additional documents will be accepted after the deadline.**
8. The schedule of assessment will be on announced through another memorandum.
9. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.
10. Immediate and wide dissemination of this Memorandum is desired.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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**ANNEX A****MASTER TEACHER I AND II SLOTS PER DISTRICT (FOR RECLASSIFICATION)**

<b>First Congressional District</b>	<b>No. of T1 T2 &amp; T3</b>	<b>Current No. of MT2</b>	<b>Current No. of MT1</b>	<b>Available Slots for MT2</b>	<b>Available Slots for MT1</b>
Casiguran	204	7	14	0	0
Castilla East	171	5	9	0	3
Castilla West	209	7	12	0	2
Donsol East	183	6	12	0	0
Donsol West	184	7	10	0	1
Magallanes North	126	4	7	0	2
Magallanes South	125	4	9	0	0
Pilar I	236	8	15	0	1
Pilar II	231	8	13	0	2

<b>Second Congressional District</b>	<b>No. of T1 T2 &amp; T3</b>	<b>Current No. of MT2</b>	<b>Current No. of MT1</b>	<b>Available Slots for MT2</b>	<b>Available Slots for MT1</b>
Barcelona	138	5	8	0	1
Bulan North	306	11	20	0	0
Bulan South	286	8	21	0	0
Bulusan	156	6	11	0	0
Gubat North	200	7	10	0	3
Gubat South	159	6	10	0	0
Irosin	332	11	19	0	3
Juban	211	7	11	0	3
Matnog	253	8	18	0	0
Prieto Diaz	152	5	12	0	0
Sta . Magdalena	99	4	6	0	0