



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

February 27, 2023

**DIVISION MEMORANDUM**

No. 041 s, 2023

**CONDUCT OF ASSESSMENT FOR THE RECLASSIFICATION OF HEAD  
TEACHER (DEPARTMENT HEAD) AND MASTER TEACHER POSITIONS  
IN THE JUNIOR HIGH SCHOOL**

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

1. This is to announce that this Office will conduct an assessment for reclassification of Head Teacher and Master Teacher positions in the Junior High School.
2. Per DepEd Order No. 70, s. 1988, an allotment of at least **one (1) Master Teacher** position per subject area with **at least 5-7 teachers** should be the basis for granting Master Teacher positions.
3. Per DepEd-DBM Criteria, **one (1) Head Teacher** is allowed **per subject area**. There should be at least 6 teachers, excluding the recommendee (with the same majors) per subject area to have an allotment for a Head Teacher I position. There should be at least 21 teachers, excluding the recommendee (with the same majors) per subject area in order for a Head Teacher III to be reclassified to a Head Teacher IV. If there are already eight (8) Head Teachers in the school, the request shall no longer be granted.
4. Teachers must be permanently classified in one subject department only. Any inconsistencies in the submitted SF 7 may result in the disapproval of the request for reclassification.



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- The School Head must submit a duly signed certification that there is a subject area in his/her school which meets the qualifications mentioned above in order for the request for reclassification to be given due course.
- Below are the CSC Basic Qualification Standards for the positions.

**MASTER TEACHER I**

<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>TRAINING</b>	<b>ELIGIBILITY</b>
Bachelor of Elementary Education (BEEd); or Bachelor's Degree with 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, as amended, (Teacher)

**MASTER TEACHER II**

<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>TRAINING</b>	<b>ELIGIBILITY</b>
Bachelor of Secondary Education (BSEd); or Bachelor's Degree with 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	Master Teacher I for 1 year or Teacher III for 4 years	4 hours of relevant training	RA 1080, as amended, (Teacher)

**HEAD TEACHER I**

<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>TRAINING</b>	<b>ELIGIBILITY</b>
Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization	Teacher-In-Charge for one year or Teacher for three years	24 hours of relevant training	RA 1080, as amended, (Teacher)

**HEAD TEACHER IV**

<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>TRAINING</b>	<b>ELIGIBILITY</b>
Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 3 years; or MT for 2 years	24 hours of relevant training	RA 1080, as amended, (Teacher)



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7. As mentioned in the unnumbered memorandum from the regional office, they will also accept requests for reclassification to Master Teacher III in the Junior High School provided that the applicant will meet the qualifications mentioned below:

- a. Master Teacher II
- b. MA in Education or equivalent

The following are considered MA equivalent:

- i. Bachelor's Degree for teachers or equivalent plus 20 years experience and at least 20 MA units;
- ii. Bachelor's Degree for teachers or equivalent plus 20 graduate units at least 18 credit allowances

- c. Very Satisfactory performance as Master Teacher II; and
- d. At least 45 points in leadership, potential and achievement, provided the activities or accomplishments cited for this purpose had not been credited to an earlier promotion.

8. The submission should be **in bunch per school, by position and by subject department** together with the certification signed by the School Head.

9. Two sealed envelopes are required to be submitted; contents of which are enumerated 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
- v. Principal's Test Result conducted by NEAP (For Principal I Applicants)

**b. Second Envelope (for assessment 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).



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10. Documents will be promptly pre-assessed upon submission so that the applicants will immediately know if they are qualified to proceed with the assessment.
11. Deadline of submission is on **March 9, 2023 at 5:00 P.M. No additional documents shall be accepted after the deadline.**
12. The schedule of assessment will be announced through another memorandum.
13. 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.
14. Immediate and wide dissemination of this Memorandum is enjoined.

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



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