



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OF BULACAN

DIVISION MEMORANDUM
 No. 348 s. 2024

**DIVISION OPEN RANKING FOR THE RECLASSIFICATION OF MASTER
 TEACHER AND HEAD TEACHER I POSITIONS
 OF VIRGINIA RAMIREZ CRUZ NHS**

To: Assistant Schools Division Superintendents
 SGOD and CID Chiefs
 HRMPSB Members
 Public Schools District Supervisors
 • Elementary School Principals/OICs
 All Others Concerned

1. This is to announce that a Division Open Ranking for the reclassification of Master Teacher and Head Teacher positions in Virginia Ramirez Cruz NHS shall be conducted on August 16, 2024, 1:00 pm at the Conference Hall SDO, Building.
2. The said open ranking aims to provide a pool of qualified applicants needed for the reclassification for Master Teacher and Head Teacher positions.
3. SDO Bulacan provides equal employment opportunity to all qualified applicants for the position who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability religion, ethnicity or political affiliations.
4. SDO Bulacan preferred Qualification Standards (QS) for the positions are as follows:

Position Title/Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Master Teacher I/SG-18	Bachelor of Elementary Education or Bachelor's Degree plus 18 units in professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher)



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Master Teacher II/SG-19	Bachelor of Elementary Education or Bachelor's Degree plus 18 units in professional units in Education; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I	4 hours of relevant training	RA 1080 (Teacher)
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5. The evaluation of documents shall be based on MEC Order No. 10, s. 1979 and Division Memorandum No. 233, s. 2014 for Master Teacher and DepEd Order No. 7, s. 2023 for Head Teacher. Submission of documents shall be on August 14, 2024. No additional documents will be accepted after the scheduled date of the ranking procedure.

- a. Letter of Intent
- b. Official Transcript of Records with Certification, Authentication, Verification (CAV) from CHED
- c. Updated Service Records
- d. Latest CSC Attested Appointment (or SDS signed appointment in lieu of attested appointment if still not released by CSC)
- e. Performance Rating for three (3) consecutive rating periods
- f. Certificates, MOVs and other documents determinants (A-H) for ranking of Master Teacher I and Master Teacher II.

6. Only applicants from Virginia Ramirez Cruz NHS are eligible to apply for reclassification.

7. Reiteration of MEC Order No. 10, s. 1979 shall apply on the deployment of Master Teachers.

8. Wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
 Schools Division Superintendent

August 01, 2024
 HRMPSB/hr



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