



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

15 FEB 2021

DIVISION MEMORANDUM
No. 99, s. 2021

ADDENDUM TO DIVISION MEMORANDUM No. 80, s. 2021
(SUBMISSION OF APPLICATION FOR MASTER TEACHER
POSITIONS IN THE DIVISION OF NEGROS ORIENTAL)

TO: Public Schools District Supervisors/District-In-Charge
Public Secondary Schools Administrators
Teaching/Non-Teaching Personnel
Others Concerned

1. Junior High Schools without natural vacancy for Master Teacher may still call for a ranking of qualified applicants for reclassification, following the conditions stipulated in DECS Order No. 70, s. 1988, Revised Policy on Master Teachers for Secondary Schools, provides that 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.
2. All requesting secondary schools must submit school level rank list per subject area, School/District Memo, School Form 7 (School Personnel Assignment List and Basic Profile) and Organizational Chart showing analysis of Teachers in each of the 8 major subject areas taking into account the **major teaching loads** of the teachers based on the latest School Form 7, their position titles & Plantilla item numbers. A minimum of five (5) teacher support per subject area is required. It must also indicate the teacher support of the existing Master Teacher of the school.
4. Immediate and wide dissemination for the proper guidance and compliance of all concerned.

Priscillo
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

2/11/2021

Incl: Sample format for Organizational Chart

SPP/FCL-NLR/AdS/LEP/jcadiente
February 9, 2021



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035) 225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

Name of School
Schools Division of Negros Oriental
Address

Name of School Head
Position Title

Administrative Assistant

Administrative Assistant

Administrative Assistant

Subject Area

English
Name of Master Teacher
Subject Group Head

Teacher #1	Item Number
Teacher #2	Item Number
Teacher #3	Item Number
Teacher #4	Item Number
Teacher #5	Item Number
Teacher #6	Item Number

Filipino
Name of Master Teacher
Subject Group Head

Teacher #1	Item Number
Teacher #2	Item Number
Teacher #3	Item Number
Teacher #4	Item Number
Teacher #5	Item Number

Science
Name of Master Teacher
Subject Group Head

Teacher #1	Item Number
Teacher #2	Item Number
Teacher #3	Item Number
Teacher #4	Item Number
Teacher #5	Item Number
Teacher #6	Item Number

Mathematics
Name of Master Teacher
Subject Group Head

Teacher #1	Item Number
Teacher #2	Item Number
Teacher #3	Item Number
Teacher #4	Item Number
Teacher #5	Item Number
Teacher #6	Item Number
Teacher #7	Item Number

Araling Panlipunan
Name of Master Teacher
Subject Group Head

Teacher #1	Item Number
Teacher #2	Item Number
Teacher #3	Item Number
Teacher #4	Item Number
Teacher #5	Item Number
Teacher #6	Item Number
Teacher #7	Item Number

T.L.E.
Name of Master Teacher
Subject Group Head

Teacher #1	Item Number
Teacher #2	Item Number
Teacher #3	Item Number
Teacher #4	Item Number
Teacher #5	Item Number
Teacher #6	Item Number

MAPEH
Name of Master Teacher
Subject Group Head

Teacher #1	Item Number
Teacher #2	Item Number
Teacher #3	Item Number
Teacher #4	Item Number

VALUES ED.
Name of Master Teacher
Subject Group Head

Teacher #1	Item Number
Teacher #2	Item Number
Teacher #3	Item Number
Teacher #4	Item Number
Teacher #5	Item Number

OTHER POSITIONS

Messengerial

Security

Utility

Prepared by:

Certified correct:

School Head

PSDS/DIC



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