



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

**Office of the Schools Division  
Superintendent**

00 JUN 2023

DIVISION MEMORANDUM  
No. 409, s. 2023

SUBMISSION OF RANK LIST FOR TEACHER II, TEACHER III,  
MASTER TEACHER POSITIONS AND TRANSFEREES  
FOR ELEMENTARY AND SECONDARY FOR SY 2023-2024

TO: OIC – Asst. Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/District-In-Charge  
Public Elem./Secondary Schools Administrators  
Teaching/Non-Teaching Personnel

1. This is to inform the field on the submission of Rank List for Teacher II, Teacher III, Master Teacher and Transferees for Elementary and Secondary for the incoming School Year **2023-2024**:

Positions	Legal Bases
Teacher II & III	Division Memo No. 679, s. 2020 DepEd Order No. 66, s. 2007
Transferee <i>*1 rank list per level</i> <i>*at least 3 years in service</i> <i>D.O. 7, s. 2015 par. 4.2</i>	DepEd Order No. 22, s. 2013 Division Memo No. 209, s. 2015 Division Memo No. 518, s. 2015 Division Memo No. 278, s. 2020(SHS)
Master Teacher I & II	MEC Order No. 10, s.1979

2. Schools and district offices are reminded to issue a memorandum announcing the ranking for Teacher II, Teacher III, and Master teacher positions and submit applications to the district office for elementary and to the school for Junior High School.

3. Announcement should be posted in at least three (3) conspicuous places in the schools and district offices for at least ten (10) days.

4. For junior high school, qualified teacher applicants who are **borrowed** from other schools/district/division are encouraged to apply for promotion/transfer of items in the school where they actually perform their specific assignments.



**Address:**Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
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5. For districts/schools without anticipated vacancy for Master Teacher positions, additional positions through ERF shall be determine on the basis of the number of Teacher I to III positions per district for Elementary and at least (1) Master teacher position per subject area with at least 5-7 teachers for Junior High School following the condition stipulated in DECS Order No. 70, s. 1988. All requesting elementary and junior high schools must submit the following:

- a. **Computation Worksheet for MT Position** (Enclosure No.1);
- b. **Latest School Personnel Assignment List and Basic Profile** (SF 7) for Junior High School;
- c. **List of Anticipated Vacancies** (Enclosure No. 2).

6. The schedule of activities relative to the ranking of Teacher II, Teacher III, Master Teacher and transfer as follows:

- |                   |                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June 13 – June 23 | - Submission of pertinent documents to the district/<br>school ranking committee                                                                                                                       |
| June 26 – July 07 | -Ranking of applicants                                                                                                                                                                                 |
| July 10 – July 14 | -Submission of <b>scanned copy</b> and <b>excel file</b> of Rank list for<br>Teacher II-MTII and transferee to<br><a href="mailto:jennilene.cadiente@deped.gov.ph">jennilene.cadiente@deped.gov.ph</a> |
|                   | -Submission of documents for Master Teacher                                                                                                                                                            |
|                   | -Submission of other required documents                                                                                                                                                                |

7. The rank list shall be the basis for promotion/transfer to vacant items within the **SY 2023-2024** in their respective district/school. Rank lists received after July 14, 2023 shall be considered applicants for the next **SY 2024-2025**.

8. For strict compliance and widest dissemination to all concerned.

For the Schools Division Superintendent:

**MARCELO K. PALISPIS, EdD**  
OIC-Assistant Schools Division Superintendent  
Office-In-Charge

6/8/23

Encl: as stated

NCO/NLR-MKP-JMA/AdS/LBY/jcadiente  
June 7, 2023

g JB



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**COMPUTATION WORKSHEET FOR MASTER TEACHER POSITIONS**

**ELEMENTARY (DISTRICT) LEVEL**

<b>Position Titles</b>	<b>No. of Position Per Plantilla</b>	<b>No. of Existing</b> <i>(include those on process for ERF)</i> <i>(a)</i>	<b>No. of Allowable Positions</b> <i>(b)</i>	<b>Balance</b> <i>(b - a)</i>
Master Teacher II		xx	xx	xx
Master Teacher I		xx	xx	xx
Teacher III	xx			
Teacher II	xx			
Teacher I	xx			
<b>Total</b>	xx			

For Master Teacher II computation:

**Total** = number of teachers x 3.3 % = \_\_\_\_\_ (no. of allowable positions)

For Master Teacher I computation:

**Total** = number of teachers x 6.6 % = \_\_\_\_\_ (no. of allowable positions)

Total number of Master Teachers shall not exceed 10% of the total number of teachers in the district.

Comments/Recommendation

Evaluated by:

Reviewed by:

\_\_\_\_\_  
PSDS

\_\_\_\_\_  
Admin Office



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## COMPUTATION WORKSHEET FOR MASTER TEACHER POSITIONS

### JUNIOR HIGH SCHOOL LEVEL

**School:** \_\_\_\_\_

Subject Area	No. of teachers* (Junior HS Plantilla)	No. of existing MTs (include those on process for ERF) (a)	No. of allowable MTs ** (b)	Balance (b - a)
Mathematics				
English				
Social Studies				
Filipino				
Science & Technology				
TLE				
MAPEH				
Values Education				
Vacant				
<b>Total</b>				

\*Only authorized teaching positions of the particular school shall be included. Analysis of the number of teachers in each of the 8 major subject areas shall be based on the latest School Personnel Assignment List and Basic Profile (SF 7) taking into account the major teaching loads of the teachers.

\*\*A minimum of five (5) teacher support per subject area. No two or more MTs of the same major area of concentration shall be assigned to the same school as much as possible.

Comments/Recommendation

Evaluated by:

Reviewed by:

\_\_\_\_\_  
PSDS

\_\_\_\_\_  
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**LIST OF ANTICIPATED VACANCIES SY 2023-2024**  
(Master Teacher Positions)

**District/School:** \_\_\_\_\_

Name of Incumbent	Position Title	Date of Separation

Prepared by:

\_\_\_\_\_  
PSDS



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