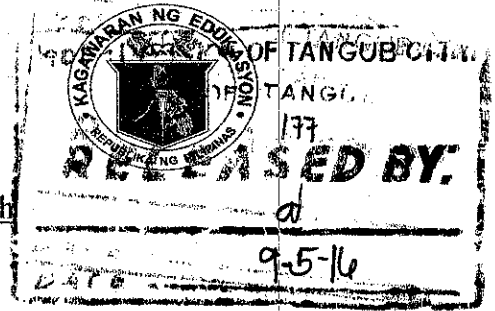




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Department of Education
Region X
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DIVISION MEMORANDUM

No. 171, s. 2016

TO: Curriculum and Implementation Division
School Governance and Operations Division
Office of the Schools Division Superintendent
Coordinating Principals
Principals, Head Teachers, TICs
Elementary

From: VICTORIA V. GAZO, Ph. D., CESO V
Schools Division Superintendent

**SUBJECT: CORRIGENDUM TO DIVISION MEMORANDUM NO. 166, S. 2016 RE:
DIVISION RANKING TO OCCUPY MASTER TEACHER II POSITION**

Date: September 5, 2016

1. In view of the changes in the guidelines to be used for the ranking of Master Teacher position, this Office would like to announce that DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions," will now be used as guidelines for the ranking and promotion to Master Teacher positions.
2. In view thereof, interested qualified applicants for Master Teacher I and Master Teacher II positions are to submit the following to be earmarked as follows for easy identification and perusal:
 - a. Certified xerox copy of Appointment
 - b. Updated Service Record
 - c. Certified Xerox copy of Approved Performance Rating (last 3 years)
 - d. Transcript of Records
 - e. Trainings/Seminars attended
 - f. Supporting Documents for Outstanding Accomplishments
 - f.1 Outstanding Employee Award
 - f.2 Innovation
 - f.3 Research and Development Projects
 - f.4 Publication/Authorship
 - f.5 Consultant/Resource Speaker
3. All those who have previously submitted for the ranking of Master Teacher I and Master Teacher II are enjoined to submit their documents again following the new guidelines.
4. Deadline for the submission of documents is moved to September 12, 2016 and schedule of interview will be September 14, 2016.
5. Immediate dissemination of this Memorandum is desired.