



DIVISION MEMORANDUM No 190 s. 2019

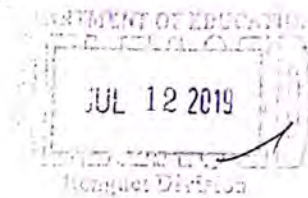
Name of Office:
OSDS -ASDS OFFICE

TO: Public Schools District Supervisors / Coordinating Principals
Secondary School Heads
All Concerned

From: **MARIE CAROLYN B. VERANO, CESO VI**
Schools Division Superintendent

Subject: **RECLASSIFICATION, UPGRADING AND CONVERSION OF POSITIONS IN THE SENIOR HIGH SCHOOL**

Date: **July 12, 2019**



1. Pursuant to the Merit Selection Plan of the Department of Education, selection of employees / teachers shall be anchored on the "principles of merit, competence, fitness and equality." It shall be open to all ~~and~~ who are qualified, regardless of gender, civil status, the "differently – abled", religion, ethnicity or political affiliation.
2. Guided by the following, the school head concerned with the,Public Schools District Supervisors (PSDSs) as consultants who attended the Human Resource Merit and Promotion Selection Board (HRMPSB) leadership training recently are requested to assist their teachers in the packaging / preparation of their documents to be submitted on August 5, 2019 c/o the Personnel Section.
 - 2.1 SHS teacher applicants must also pass the Qualification Standard for SHS teaching position as stipulated in DepEd Order 27, s. 2016, re: "Qualification Standards for Senior High School Teaching Positions in the Department of Education" and DepEd Order 51, s. 2017, re: "Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and Other Clarifications on the Hiring Guidelines." (See attached file)
3. Requirements for Processing Equivalent Record Form (ERF) Application:
 - a. Accomplished ERF (4 copies)
 - b. Updated Service Record
 - c. Original Official Transcript of Record with 3 photocopies
 - At the back of the OTR, Certification signed by the Teacher if studied in a private school
 - Sworn Statement signed by the Administering Official
 - d. Certification from the School Registrar
 - Number of units to finish the Master's Degree
 - Number of units earned by the teacher
 - Number of lacking units needed by the teacher to finish the course
 - e. Study Permits (from 2005 onwards)
 - f. Latest Performance Ratings
 - With at least Very Satisfactory for the last 3 rating periods
 - Indicate numerical and descriptive rating
 - Attach 1 copy each only
 - g. Certificates of trainings/seminars – with at least 3 days each (Division/Regional/National)
 - Attach 1 copy each only

(Note: all photocopied documents should be duly certified by the Administrative Officer, School Head or any authorized official)

❖ **QUALIFICATIONS FOR ERF:**

1. Teacher I to Teacher II: BSE + 20 pts. with qualification in any of the following:
 - a. 20 units Master's Degree
 - b. 20 years teaching experience
 - c. 18 MA units (18 pts.) + 6 years teaching experience (2 pts.)
 - d. 15 MA units + (15 pts.) + 9 years teaching experience (3 pts.)
+ 2 units trainings / seminars (2 pts.)



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2. Teacher I to Teacher III or Teacher II to Teacher III with qualification in any of the following:
 - a. Master's Degree
 - b. MA Equivalent
 - Completed Academic Requirements
 - + years in service
 - + trainings
 - c. BSE + 20 pts. + 20 pts.
 - c.1 BSE
 - + 20 MA units
 - + 20 years in service
 - c.2 BSE
 - + 20 years in service
 - + 18 MA units + trainings (2 – 5 pts.)

(Note: Teaching Experience:

- a. *For those who has less than 20 yrs. in service*
 - *Public School: 3 years = 1 pt.; Private School: 5 years = 1 pt.*
- b. *For those who has 20 yrs. in service = 20 pts.)*

4. To be considered for Master Teacher I and Master Teacher II, a teacher should have the following qualifications:
 1. Master Teacher I:
 - a. Permanent Teacher
 - b. Very Satisfactory – Performance Rating for the last 2 years (present position)
 - c. At least with 3 years of experience
 - d. At least with 25 pts. in leadership and potential or has been a demonstration teacher in the district level plus 15 pts. in leadership and potential (Ranklist)
 2. Master Teacher II:
 - a. Master Teacher I for at least 1 year
 - b. Very Satisfactory – Performance Rating for the last 2 years
 - c. Bachelor's Degree plus completion of academic requirements for Master of Arts
 - d. At least with 30 pts. in leadership and potential or have been a demonstration teacher in the division level plus 20 pts. in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotions (Ranklist). Specifically, be guided in MEC Order No. 10, s. 1979.
- 4.1 DEPED DBM CRITERIA FOR MASTER TEACHER
 - 1 Master Teacher position per subject area with at least 5 teachers
 - Recommendation/s by the School Head

5. Widest and immediate dissemination of this memorandum is desired.



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(Enclosure No. 1 to DepEd Order No. **27** , s. 2016)

**DEPARTMENT OF EDUCATION
QUALIFICATION STANDARDS FOR SENIOR HIGH SCHOOL TEACHING POSITIONS
FOR THE ACADEMIC TRACK AND CORE SUBJECTS**

POSITION TITLE	SG	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Teacher I (Senior High School)	11	Bachelor's degree with a major in the relevant strand/subject, or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	<ul style="list-style-type: none"> Applicants for a permanent position: RA 1080 (Teacher); if not RA 1080 eligible¹, they must pass the LET within five (5) years after the date of first hiring
Teacher II (Senior High School)	12	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None required	None required	
Teacher III (Senior High School)	13	Bachelor's degree with a major in the relevant strand/ subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/ subject	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area specialization	<ul style="list-style-type: none"> Applicants for a contractual position: None required Practitioners (part-time only): None required
Master Teacher I (Senior High School)	18	Master's degree in relevant strand/subject	4 years of relevant teaching/industry work experience	8 hours of training relevant to the subject area specialization	
Master Teacher II (Senior High School)	19	Master's degree in relevant strand/subject	5 years of relevant teaching/industry work experience	12 hours of training relevant to the subject area specialization	
Master Teacher III (Senior High School)	20	Master's degree in relevant strand/core or specialized subject plus 12 units towards a Doctorate in relevant strand/subject	5 years relevant teaching/industry work experience	16 hours of training relevant to the subject area specialization	
Master Teacher IV (Senior High School)	21	Master's degree in relevant strand/specialized subject plus 18 units towards a Doctorate in relevant strand/specialized subject	6 years relevant teaching/industry work experience	20 hours of training relevant to the subject area specialization	

¹ They shall be issued provisional appointments which shall be effective not beyond the school year during which the appointments were issued. The appointments shall be subject to reappointment (renewal).

(As approved in CSC Resolution No. 1600358 dated April 05, 2016)

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(Enclosure No.2 to DepEd Order 27, s. 2016)

**DEPARTMENT OF EDUCATION
QUALIFICATION STANDARDS FOR SENIOR HIGH SCHOOL TEACHING POSITIONS
FOR THE SPORTS TRACK**

POSITION TITLE	SG	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Teacher I (Senior High School)	11	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track	None required	None required	<ul style="list-style-type: none"> Applicants for a permanent position: RA 1080 (Teacher); if not RA 1080 eligible¹, they must pass the LET within five (5) years after the date of first hiring
Teacher II (Senior High School)	12	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track	1 year relevant teaching/industry work experience	4 hours of training relevant to the courses in the Strand	
Teacher III (Senior High School)	13	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in fields under the Track	2 years relevant teaching/industry work experience	4 hours of training relevant to the courses in the Strand	<ul style="list-style-type: none"> Applicants for a contractual position: None required Practitioners (part-time only): None required
Master Teacher I (Senior High School)	18	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the Strand; and 18 units for a Master's degree in in fields under the Track	3 years relevant teaching/industry work experience	8 hours of training relevant to the courses in the Strand	
Master Teacher II (Senior High School)	19	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the Strand; and 24 units for a Master's degree in in fields under the Track	4 years relevant teaching/industry work experience	8 hours of training relevant to the courses in the Strand	
Master Teacher III (Senior High School)	20	Completion of academic requirements for a Master's degree in fields under the Track	5 years relevant teaching/industry work experience	16 hours of training relevant to the courses in the Strand	
Master Teacher IV (Senior High School)	21	Completion of academic requirements for a Master's degree in fields under the Track	6 years relevant teaching/industry work experience	16 hours of training relevant to the courses in the Strand	

¹ They shall be issued provisional appointments which shall be effective not beyond the school year during which the appointments were issued. The appointments shall be subject to reappointment (renewal).

(As approved in CSC Resolution No. 1600358 dated April 05, 2016)

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(Enclosure to DepEd Order 51, s. 2017)

**DEPARTMENT OF EDUCATION
AMENDED QUALIFICATION STANDARDS FOR SENIOR HIGH SCHOOL TEACHING POSITIONS
FOR THE TECHNICAL-VOCATIONAL-LIVELIHOOD (TVL) TRACK**

POSITION TITLE	SG	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Teacher I (Senior High School)	11	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	None required.	At least NC* II <i>*Appropriate to the specialization</i>	<ul style="list-style-type: none"> Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible¹, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None required Practitioners (part-time only): None required
Teacher II (Senior High School)	12	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC* II + TMC** I <i>*Appropriate to the specialization</i>	
Teacher III (Senior High School)	13	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of relevant teaching or 1 year of industry work experience	At least NC* II + TMC** I <i>*Appropriate to the specialization</i>	
Master Teacher I (Senior High School)	18	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 6 months of relevant industry work experience	At least NC* II + TMC** I <i>*Appropriate to the specialization</i>	
Master Teacher II (Senior High School)	19	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 1 year of relevant industry work experience	At least NC* II + TMC** I <i>*Appropriate to the specialization</i>	
Master Teacher III (Senior High School)	20	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	2 years of teaching experience and 1 year of relevant industry work experience	At least NC* II + TMC** I <i>*Appropriate to the specialization</i>	
Master Teacher IV (Senior High School)	21	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	2 years of teaching experience and 2 years of relevant industry work experience	At least NC* II + TMC** I <i>*Appropriate to the specialization</i>	

*NC – National Certificate

**TMC – Trainer's Methodology Certificate

¹ They shall be issued provisional appointments which shall be effective not beyond the school year during which the appointments were issued. For this purpose, school year shall cover twelve (12) months with the date of appointment as the reckoning date. The appointment shall be subject to reappointment (renewal).

(As approved in CSC Resolution No. 1701192 dated August 7, 2017)