SUBMISSION OF REQUESTS FOR THE CONVERSION OF POSITIONS
(MASTER TEACHER III AND MASTER IV POSITIONS)

To: All Schools Division Superintendents

1. As a result of the Full-Time Delivery Unit (FDU) Coordination Meeting between the Department of Education Regional Office I and the Department of Budget and Management Regional Office I, Schools Division Offices can now submit requests for the conversion of positions – Master Teacher III and Master Teacher IV.

2. In line with this, enclosed is a copy of the DECS Order No. 57, s. 1997, re: Further Implementation of the Career Progression System for Master Teachers, particularly to the following paragraph highlighting the Master III and Master IV positions, to wit:

"2. The number of Master Teacher III positions in each district shall not exceed 25% of the total number of MT I positions. Likewise, the number of MT IV shall not exceed 25% of the present number of MT II positions. The total number of Master Teachers I-IV shall not exceed 10% of the total number of teachers in each district."

To illustrate:

District A has 120 teachers
Present number of:

<table>
<thead>
<tr>
<th></th>
<th>MT I</th>
<th>MT II</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>8</td>
<td>4</td>
<td>12</td>
</tr>
</tbody>
</table>

Under this DECS Order:

<table>
<thead>
<tr>
<th></th>
<th>MT I</th>
<th>MT II</th>
<th>MT III</th>
<th>MT IV</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>12</td>
</tr>
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</table>

3. Furthermore, be reminded that the criteria for the conversion of positions for Master Teacher items and the qualifications for each position must look into/meet as indicated in the said Order; and that the implementation of the approved requests is still subject to the availability of funds with the order of prioritization based on the allocation for MT III and MT IV per division.
4. For the said requests, the list of the documentary requirements is already depicted/enumerated from the issued Regional Memorandum No. 937, s. 2021, which must be complied with for submission.

5. For information, guidance and strict compliance.

TOLENTINO G. AQUINO
Director IV

Encl.: As stated
Reference: DECS Order No. 57, s. 1997; RM No. 937, s. 2021

To be indicated in the Perpetual Index
Under the following subjects:

<table>
<thead>
<tr>
<th>POLICY</th>
<th>POSITIONS</th>
<th>PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUALIFICATIONS</td>
<td>REQUESTS</td>
<td>REQUIREMENTS</td>
</tr>
<tr>
<td>RULES AND REGULATIONS</td>
<td>TEACHERS</td>
<td></td>
</tr>
</tbody>
</table>

AD/hfa/RM
September 16, 2021

Regional Memorandum re: Submission of Requests for the Conversion of Positions (Master Teacher III and Master IV Positions)
FURTHER IMPLEMENTATION OF THE CAREER PROGRESSION SYSTEM FOR MASTER TEACHERS

To: Undersecretaries
Assistant Secretaries
Regional/Bureau/Center Service Directors
Schools Superintendents
District Supervisors

1. Pursuant to Executive Order No. 500 dated March 21, 1978, qualified Master Teacher I/II may now be recommended for reclassification to Master Teacher III/IV on the basis of the criteria given in MEC Order No. 10, s. 1979 (copy inclosed).

2. The number of Master Teacher III positions in each district shall not exceed 25% of the total number of MT I positions. Likewise, the number of MT IV shall not exceed 25% of the present number of MT II positions. The total number of Master Teachers I-IV shall not exceed 10% of the total number of teachers in each district.

To illustrate:

District A has 120 teachers
Present number of:

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"Quality Education Towards Philippines 2000"
3. Corresponding additional guidelines shall be formulated for your guidance in the implementation of this DECS Order.

4. Please be guided accordingly.

Incl.:
As stated

Reference:
MEC Order: (No. 10, s. 1979)

Allotment: 1-3--(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

POLICY
RULES & REGULATIONS
TEACHERS
CRITERIA FOR MASTER-TEACHER

(Note: A candidate must possess all the qualifications indicated to be considered for the Master Teacher position.)

Master Teacher I

1. Permanent teacher.
2. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers.
3. Very satisfactory performance rating for the last two years (at least 33 pts.)
4. At least three years experience.
5. At least 25 points in leadership and potential (see attached table) or has been a demonstration teacher on the district level plus 15 points in leadership and potential.

Master Teacher II

1. Master Teacher I (or ESP I) for at least one year.
2. Very satisfactory rating (at least 33 pts.) as Master Teacher I (or ESP I).
3. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers, plus completion of academic requirements for M.A.
4. At least 30 points in leadership, potential, and achievement, or demonstration teacher on the division level plus 20 points in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotions.

Master Teacher III

1. Master Teacher II.
2. M.A. in education or equivalent.
The following are considered M.A. equivalent:

a. Bachelor's degree for teacher or equivalent plus 20 years experience and at least 20 units for M.A.

b. Bachelor's degree for teacher or equivalent plus at least 20 graduate units and at least 18 credit allowances (See table of credit allowances.)

3. Very satisfactory performance rating (at least 35 pts.) as Master Teacher II.

4. At least 45 points in leadership, potential and achievement provided the activities or accomplishments cited for this purpose had not been credited for an earlier promotion.

Master Teacher IV

1. Master Teacher III

2. At least an M.A. in Education, MAT, or M.Ed.

3. Outstanding performance rating as Master Teacher III.

4. At least 60 points in leadership, potential, and achievements provided the accomplishments and achievements cited for this purpose had not been credited for an earlier promotion.
REITERATION ON THE PROCEDURAL GUIDELINES
ON EQUIVALENT RECORDS FORM (ERF), RECLASSIFICATION AND
CONVERSION, AND THE USE OF CHECKLIST
FOR PROCESSING THEREOF.

To: All Schools Division Superintendents

1. This Office, in line with the authority given, is tasked to approve request for reclassification, conversion, and upgrading of positions in the schools and to indorse the same to the Department of Budget Management (DBM) for the issuance of Notice of Organization, Staffing, and Compensation Action (NOSCA) for implementation.

2. However, during the conduct of verification, the Personnel Section has observed that there were requests with lacking documentary requirements or inconsistent data such as the Plantilla Item Number.

3. Based on DepEd Order No. 2, s. 2021 or the Revised Signing Authorities for Administrative and Financial Matters in the Department of Education, when it comes to Equivalent Record Form (ERF), the School Head endorses the request to the Schools Division Office (SDO). Initially, the Administrative Officer in the SDO certifies the correctness of the data required and the completeness of the documentary requirements and Schools Division Superintendent recommends the request for approval.

4. To streamline the process and to prevent return of requests due to deficiencies, this Office issues a pro-forma checklist for ERF, Reclassification, and Conversion of Position to be attached in the indorsement of the Schools Division Superintendents (SDSs).

5. The checklist shall be used as a guide for the Administrative personnel in the SDOs to determine completeness of the documentary requirements for each request before forwarding it to the Office of the SDOs for recommendation and eventual transmittal to the Regional Office.

6. It is informed that the documentary requirements for ERF, Reclass and Conversion are provided by DepEd guidelines and as needed by DBM Region 1 as an oversight agency.

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1 See Annex "A" for ERF Request for Approval Checklist
2 See Annex "B" for Reclassification Checklist
3 See Annex "C" for Conversion Checklist

DepEd Region 1: Built on character; empowered by competence.
7. As regards changes on the Plantilla item number of a particular position in the latest PSIPPOP, the HRMO of the SDO is mandated to issue a **CERTIFICATION** with information on the former item number and latest item number.

8. The SDOs are further advised that **NO** recommendation shall be acted upon when the requesting teacher has been deployed to another school unless DBM Region 1 has approved the official transfer of item number to his/her present station together with the issuance of appointment attested by the CSC.

9. The issue on the failure to maintain the required number of teachers supervised by Master Teacher and/or Head Teacher for reclassification or conversion shall be discussed in another Regional guideline.

10. On conversion of position, the quota system on one (1) Master Teacher position regardless of level may be allowed per learning area with at least 5-7 authorized teacher positions within the school shall be strictly observed. On the other hand, conversion of teachers to MT positions per subject area meeting the required number of teachers but no master teachers yet shall be given priority.

11. Upgrading of positions for eligible teachers under Equivalent Records Form scheme shall be automatic. The SDOs are mandated to identify the teachers who meet the requisite length of service.

12. All SDOs are directed to immediately notify this Office if a teacher applied for ERF and subsequently applied for a vacant item thru natural vacancy and was eventually appointed.

13. The issue on the failure to maintain the required number of teachers supervised by Master Teacher and/or Head Teacher for reclassification or conversion shall be discussed in another Regional guideline.

14. On conversion of position, the quota system on one (1) Master Teacher position regardless of level may be allowed per learning area with at least 5-7 authorized teacher positions within the school shall be strictly observed. On the other hand, conversion of teachers to MT positions per subject area meeting the required number of teachers but no master teachers yet shall be given priority.

15. Deliberate transfer of teachers from one learning area to another (secondary) to meet the required number of teachers supervised to qualify for a master teacher item is strictly prohibited.

16. When the name of the school is reflected in the General Appropriations Act, follow what is provided therein for consistency. However, for schools which subsequently changed its name, write the present name followed by its former name enclosed in a parenthesis.
17. For propriety, teacher-applicants on any of those modalities should follow up status of applications only to DepED Offices. Any concern or issue must first be directed to the SDO concerned. If not resolved or for purposes of clarity, the concern or issue may be elevated to this Office.

18. For strict compliance.

TOLENTINO G. AQUINO
Director IV

- Encl.: As stated
- Reference: As stated
- To be indicated in the Perpetual Index
- Under the following subjects:
  - PROCEDURE

AD/ann/RJLC/Reiteration on the Procedural Guidelines on BRF, Reclassification, Conversion, and the use of Checklist for processing thereof

August 19, 2021
Annex "C"

Republic of the Philippines
Department of Education

Checklist of Documentary Requirements for Conversion of Position (Master Teacher Positions)

Master Teacher for Secondary

1. Certification from the SDS

2. Flexible Allocation List (FAL)/List of Position for Conversion

3. Update Service Record

4. School Pass 7 (Certified true copy)

5. Certification on post graduate studies signed by SDS (Original copy)

6. List of teachers (with their corresponding item numbers) in each of the eight (8) major subject areas by the School Principal (Original copy)

7. Certification of Performance Ratings for last three (3) years

8. SDS Certification on the list of Relevant Trainings signed by the SDS for Master Teacher II and Master Teacher III

Submitted by: Certified Correct & Complete:

Name of Applicant: SDO Administrative Office V
Signature/Opposite Printed Name: Signature Over Printed Name

Validated by:

ROSARIO D. ESTIMO
Teacher-Credentials Specialist II
DepED RO 7

Republic of the Philippines
Department of Education

Checklist of Documentary Requirements for Conversion of Position (Master Teacher Positions)

Master Teacher for Elementary

1. Certification from the SDS

2. Flexible Allocation List (FAL)/List of Position for Conversion

3. Update Service Record

4. List of teachers supervised with their corresponding item numbers by the District

5. District Data Bulletin (Certified true copy)

6. Certification on post graduate studies signed by SDS (Original copy)

7. Certification of Performance Ratings for last three (3) years

8. List of Relevant Trainings signed by the SDS for Master Teacher II and Master Teacher III

Submitted by: Certified Correct & Complete:

Name of Applicant: SDO Administrative Office V
Signature/Opposite Printed Name: Signature Over Printed Name

Validated by:

ROSARIO D. ESTIMO
Teacher-Credentials Specialist II
DepED RO 7
Annex “A”

Republic of the Philippines
Department of Education
REGION I

Checklist of Documentary Requirements for Equivalents
Record Form (ERF) Approval Request

1. Endorsement from the Schools Division Superintendent (2 copies)
2. Four (4) copies of the Equivalents Record Form (ERF) (2 copies
   for DepEd RO I Records Section and Personnel Section)
3. Updated Service Record (2 copies)
4. Original Transcript of Records with two (2) copies of the
   Certified Photocopies
5. Latest appointment (2 photocopies)
6. Performance rating for the last rating period (2 copies)
7. List of Training Certificates signed by Schools Division
   Superintendent
   (If the applicant does not meet the M.A. Equivalent Evaluation or if
   the applicant meets the required number of units for the M.A.
   Equivalent or M.A. Graduate evaluation, list of Training Certificates
   is no longer required)

(Maximum of 5 units given to Training -- 1 unit is equivalent to 25
hours)

(As an alternative, applicant may submit additional list of training
attended to meet/complete the required number of units for the
upgrading of his/her position)
8. Sworn Statement if enrolled in private school
9. Certification from the School Registrar as to how many units
    required by the school to finish the course, including thesis
    writing

Submitted by: Certified Correct & Complete:
Name of Applicant: SDO Administrative Officer V
(Signature Over Printed Name) (Signature Over Printed Name)

Validated by:
(DepEd RO I Personnel/Person-In-Charge)
(Signature Over Printed Name)
Annex "B"

Republic of the Philippines
Department of Education
Region I

Checklist of Documentary Requirements for Reclassification of Positions

1. Re-entry Action Plan pass through the Senior Education Program Specialist (SEPS), endorsed by the School Division Superintendent to this Office (Attn: The Chief of HRDS) for approval. When the re-entry plan is approved, the supporting documents together with the re-entry plan be submitted to the Personnel Unit.

2. Indorsement from the SDS

3. Plantilla Allocation List (D.O.)

4. updated Service Record

5. Certification of Re-Entry Action Plan (REAP) signed by the Regional Director

6. SDS Certification of PAST Rating for the last 3 years (Original copy)

7. Certification on post graduate studies signed by SDS (Original copy)

8. List of teachers with their corresponding item numbers for entry to Principal I (2 copies) (Original copy)

9. NQUSBH Rating/Principal’s Test Rating (for entry to Principal II)

10. Comparative Assessment Result (CAR)

Submitted by: Certified Correct & Complete:

Name of Applicant: SDO Administrative Officer V
(Signature Over Printed Name) (Signature Over Printed Name)

Validated by:

ROSARO D. ESTIMO
Teacher Credentials Evaluator II
DepEd RO I

Republic of the Philippines
Department of Education
Region I

Checklist of Documentary Requirements for Reclassification of Positions

Head Teacher Positions (To Head a School)

1. Indorsement from the SDS

2. Plantilla Allocation List (PAL)

3. ESP

4. Updated Service Record

5. Certification of Performance Ratings for last three (3) years

6. Certification on post graduate studies signed by SDS (Original copy)

7. List of teachers with their corresponding item numbers for entry to Head Teacher I

8. SDS certification on relevant trainings (Original copy)

9. SDS certification on designation as Officer-In-Charge (OIC)/Teacher-In-Charge (TIC) (Original copy)

10. Approved In-Entry Action Plan (REAP) from HRDS

11. Comparative Assessment Result (CAR)

Submitted by: Certified Correct & Complete:

Name of Applicant: SDO Administrative Officer V
(Signature Over Printed Name) (Signature Over Printed Name)

Validated by:

ROSARO D. ESTIMO
Teacher Credentials Evaluator II
DepEd RO I
Republic of the Philippines
Department of Education
Region I

Checklist of Documentary Requirements for Conversion of Position (Master Teacher Positions)

Master Teacher for Secondary

1. Endorsement from the SDS
2. Plantilla Allocation List (PALL)/List of Position for Conversion
3. Updated Service Record
4. School Form 7 (Certified true copy)
5. Certification on post graduate studies signed by SDS (Original copy)
6. List of teachers with their corresponding item numbers in each of the eight (8) major subject areas by the School Principal (Original copy)
7. Certification of Performance Ratings for last three (3) years
8. SDS Certification on the List of Relevant Trainings signed by the SDS for Master Teacher II and Master Teacher III

Submitted by: Certified Correct & Complete:

Name of Applicant: SDO Administrative Officer V
(Signature Over Printed Name)

Valuated by:

ROSARIO D. ESTIMO
Teacher Credentials Evaluator II
DepEd RO I

Republic of the Philippines
Department of Education
Region I

Checklist of Documentary Requirements for Conversion of Position (Master Teacher Positions)

Master Teacher for Elementary

1. Endorsement from the SDS
2. Plantilla Allocation List (PALL)/List of Position for Conversion
3. Updated/Latest Service Record
4. List of teachers supervised with their corresponding item numbers of the district
5. District Data Bulletin (Certified true copy)
6. Certification on post graduate studies signed by SDS (Original copy)
7. Certification of Performance Ratings for last three (3) years
8. List of Relevant Trainings signed by the SDS for Master Teacher II and Master Teacher III

Submitted by: Certified Correct & Complete:

Name of Applicant: SDO Administrative Officer V
(Signature Over Printed Name)

Valuated by:

ROSARIO D. ESTIMO
Teacher Credentials Evaluator II
DepEd RO I
Republic of the Philippines
Department of Education
REGION 7

Checklist of Documentary Requirements for Equivalents
Record Form (ERF) Approval Request

1. Official letter from the School Division Superintendent (2 copies)
2. Four (4) copies of the Equivalents Record Form (ERF) (2 copies for DepED RO I Records Section and Personnel Section)
3. Updated Service Record (2 copies)
4. Original Transcript of Records with two (2) copies of the Certified Photocopies
5. Latest appointment (2 photocopies)
6. Performance rating for the last rating period (2 copies)
7. List of Training Certificates signed by School Division Superintendent
(if the applicant does not meet the M.A. Equivalent evaluation or if the applicant meets the required number of units for the M.A., Equivalent or M.A. Graduate evaluation, List of Training Certificates is no longer required)
(Maximum of 6 units given to Training – 1 unit is equivalent to 25 hours)

(as an alternative, applicant may submit additional list of training attended to meet/complete the required number of units for the upgrading of his/her position)

8. Sworn Statement if enrolled in private school
9. Certification from the School Registrar as to how many units required by the school to finish the course including thesis writing

Submitted by: Certified Correct & Complete:
Name of Applicant: SDO Administrative Officer V
(Signature Over Printed Name) (Signature Over Printed Name)

Reviewed by:
(DeptEd RO I Personnel/Person-in-Charge)
(Signature Over Printed Name)
Annex “B”

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<th>Republika ng Pilipinas</th>
<th>Department of Education</th>
<th>Region I</th>
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<tr>
<td>CheckList of Documentary Requirements for Reclassification of Positions</td>
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**School Principal Positions**

1. Re-entry Action Plan passes through the Senior Education Program Specialist (SEPS) to the Schools Division Superintendent to the Office of the Chief of HRDD for approval. When the re-entry plan is approved, the supporting documents together with the re-entry plan shall be submitted to the Personnel Unit.

2. Indorsement from the SDS

3. Drafts/Allocation List (D.O.)

4. Updated Service Record

5. Certification of Re-Entry Action Plan (REAP) signed by the Regional Director

6. SDS Certification of PAST Rating for the next 3 years (Original copy)

7. Certification of post graduate studies signed by SDS (Original copy)

8. List of teachers with their corresponding item numbers (for entry to Principal I) (2 copies) (Original copy)

9. NOBISH Rating/Principal's Test Rating (for entry to Principal II)

10. Comparative Assessment Result (CAR)

Submitted by: Certified Correct & Complete:

Name of Applicant: SDO Administrative Officer V (Signature Over Printed Name)

Validated by:

**RosaRIO D. ESTIMO**
Teacher Credentials Evaluator II
Draft No. I