

**Master Teacher II**  
**20 points:** Division Level Demo Teacher  
**30 points:** Non-Demo Teacher

**Division Personnel Selection Board**  
**INDIVIDUAL EVALUATION SHEET**

**Master Teacher I**  
**15 points:** District Demo Teacher  
**25 points:** Non-Demo Teacher

**Ranking for Master Teacher: (x) MT I ( ) MT II**

School: Don Sergio Osmeña Sr. MNHS

**I. BASIC REQUIREMENT**

Name : \_\_\_\_\_  
 Education : \_\_\_\_\_ ( ) Demo Teacher (Division)  
 Eligibility : ( ) PBET ( ) LET Rating: \_\_\_\_\_  
 Present Station : \_\_\_\_\_  
 District : \_\_\_\_\_ ( ) Non-Demo Teacher  
 Teaching Experience : \_\_\_\_\_  
 Present Plantilla : ( ) T III ( ) MT I

PERFORMANCE RATING		
Rating Period	Numeric Rating	Descriptive Rating
Ave. Rating		
2 performance ratings for MT 1 applicants		

For Demo Teacher	Title of Activity	Date & Venue of Demo Teaching

**II. LEADERSHIP, POTENTIALS AND ACCOMPLISHMENTS SUMMARY OF POINTS**

A				B		C	D	E	F	G			H	Total
A1	A2	A3	A4	B1	B2					G1	G2	G3		

**LEADERSHIP, POTENTIALS AND ACCOMPLISHMENTS DOCUMENT EVALUATION DETAILS**

CRITERIA	DOCUMENTS REQUIRED	DOCUMENTS SUBMITTED/COMPUTATION	POINTS
<b>A. Introduces the following, which was adopted or used by the school. (20 points for any one of the items)</b>			
1. Curriculum and Instructional Materials	<b>1.1</b> Certification issued by the District Supervisor that the Curriculum or Instructional Materials was <b>originally developed by the applicant</b> ; <b>1.2</b> Bulletin / Circular enjoining the use of said curriculum / instructional materials; <b>1.3</b> A copy of the curriculum / instructional materials, or a picture of the instructional materials (if it is a hardware) duly accompanied with a write-up.		
2. Effective Teaching Techniques / Strategies	<b>2.1</b> Memorandum / letter stating that the teaching technique / strategy developed be used by the teachers; <b>2.2</b> Literature / write-up of the technique / strategy was effective and <b>originally developed by the teacher</b> .		
3. Simplification of Work as in reporting system, record keeping, etc., or ways that resulted in cost reduction.	<b>3.1</b> Brief description of the work. <b>3.2</b> Certification issued by the District Supervisor that the candidate <b>originally developed the work plan</b> ; that it has been tried out and found effective and resulted in cost reduction.		
4. Worthwhile income generating project for pupils given recognition by higher officials in the division.	<b>4.1</b> Brief description of the project; <b>4.2</b> Certificate of Award / Recognition issued by the Schools Division Superintendent; <b>4.3</b> Certification issued by the District Supervisor that the <b>project was originally developed by the teacher</b> .		
<b>B. Served As... (12 points)</b>			
1. Subject Coordinator / Grade Leader Chairman for at least one (1) year.	<b>1.1</b> Certification issued by the Principal and District Supervisor		

2. Adviser of: 2.1 School Publication	2.1 Copy of the School Paper with the name of the Adviser		
2.2 Dramatics Club, Science Club, and all other / pupil-related clubs and discharged such assignment satisfactorily for at least two (2) years and not considered part of the regular teaching load.	2.2 Special Order / Letter of Designation as Adviser of the Club.		
<b>C. Served as Chairman of a Special Committee (12 points)</b>			
1. Curriculum Study Committee • Committee to prepare Instructional Materials • Committee to prepare School program (schedule of classes, teachers' assignments, etc., of the school)	1.1 Certification issued by the Principal / District Supervisor/ Schools Division Superintendent  1.2 Special Order issued by the District Supervisor designating the teacher as the chairperson of the special committee.		
<b>D. Initiated or headed an Educational Research activity duly approved by educational authorities (Schools Division Superintendent), either for improvement of instruction, for community development, or teacher welfare. (12 points), for participation as member of such activity (7 points)</b>			
1.1 Copy of the Research proposal approved by the Schools Division Superintendent  1.2 Abstract of the research conducted  1.3 Certification issued by the Principal / District Supervisor / Schools Division Superintendent that the teacher conducted the research or approved permit to conduct research duly signed by the latter.			
<b>E. Coordinator of a Community Project or Activity of a Program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc., for at least two (2) consecutive years. (12 points), for participation as member of such activity (7 points)</b>			
1.1 Special Order assigning the teacher as coordinator  1.2 Certification issued by the community officials and the school head that the teacher participated in the project / activity wither as coordinator or member / participant for two (2) consecutive years			
<b>F. Organized / Managed In-Service training activity and other similar activities at least in school level (12 points)</b>			
1.1 Certification issued by the Principal / District Supervisor/ schools Division superintendent  1.2 Program of Activities indicating among others the name of the teacher-organizer, approved and attended by the school authorities  1.3 outputs / documentation of training, i.e. names of participant, attendance report, etc., pre/post training evaluation reports.			

<b>G. Credit with Meritorious Achievements... (10 points)</b>			
<p>1. Trainor or Coach of contestants who received first prizes, commendations or any forms of recognition:</p> <ul style="list-style-type: none"> <li>- National Champion 10 points</li> <li>- Regional Champion 5 points</li> <li>- Division Champion 3 points</li> </ul>	<p><b>1.1</b> Certificate of Awards / commendations / recognition given to the teacher-coach</p> <p><b>1.2</b> Certification of the school authorities concerned.</p>		
<p>2. Athletic coach of athletes or team who won / received first prizes:</p> <ul style="list-style-type: none"> <li>- National meet - 10 points</li> <li>- Regional meet - 5 points</li> <li>- Division meet/Provincial level - 3 pts</li> <li>- District / congressional level -1 point</li> </ul>	<p><b>2.1</b> Certification of the school authorities concerned</p>		
<p>3. Coordinator of BSP / GSP Activities:</p> <ul style="list-style-type: none"> <li>- National meet - 10 points</li> <li>- Regional meet - 5 points</li> <li>- Division meet/provincial Level - 3 pts</li> <li>- District / congressional level - 1 point</li> </ul>	<p><b>3.1</b> Certification of the school authorities concerned</p>		
<b>H. Authorship</b>			
<ul style="list-style-type: none"> <li>- For a book – 10 points</li> <li>- article - 1 point (Provided it is about Education)</li> <li>- Sole authorship – 10 points</li> <li>- Co-authorship – 5 points</li> <li>- Article - 1 point</li> </ul>	<p><b>1.1</b> Copy of the book / magazine or Publication where article is written with name of the author indicated.</p>		
<b>TOTAL POINTS</b>			

**CERTIFICATION**

This is to certify that the evaluation of the documents submitted in connection with my application for Master Teacher I/II position was presented to me by the Division Personnel Selection Board during the conference called for on \_\_\_\_\_ with other applicants to the said position.

My signature below signifies that I conform to the evaluation results and my queries, if any, were satisfactorily responded to.

\_\_\_\_\_  
Date Signed: \_\_\_\_\_

**DIVISION PERSONNEL SELECTION BOARD**

**ARACELI V. GUDELOSAO**

\_\_\_\_\_  
Administrative Officer V  
Member

**GLODEL DEXTER S. FLORES**

\_\_\_\_\_  
President-CCPSTF/Rep. 2<sup>nd</sup> Level Position  
Member

\_\_\_\_\_  
PSD Supervisor / Secondary School Principal  
(Where vacancy exist)  
Member

\_\_\_\_\_  
Administrative Officer IV  
Personnel Officer IV

**DANILO G. GUDELOSAO**

OIC-Asst. Schools Division Superintendent  
Chairman