

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Maynila

June 1, 1979

MEC ORDER
No. 29, s. 1979

CLARIFICATION ON GUIDELINES FOR IMPLEMENTING
THE CAREER PROGRESSION SYSTEM
(MASTER TEACHER PROGRAM)

To: Bureau Directors
Regional Directors
Schools Superintendents

1. Inclosed are clarifications on the implementing rules and regulations for the system of career progression for public school teachers as embodied in MEC Order No. 10, s. 1979.
2. It is desired that immediately upon receipt of this MEC Order, the regional special committees review and re-check all recommendations made by the divisions in the light of the clarifications given herein. Schools division superintendents should likewise meet the division selection committees and the district supervisors for the purpose of discussing the clarifications contained in the inclosure.
3. Also inclosed is a copy of National Budget Circular No. 303 on the rules and provisions for implementing Executive Order No. 500 dated March 21, 1978. In this connection, it is desired that all papers of candidates for Master Teacher, together with the required plantilla allocation list be submitted to this Office not later than June 15.
4. Immediate dissemination of the contents of this Order to all concerned is requested.

(SGD.) JUAN L. MANUEL
Minister of Education and Culture

Incls.:

As stated

Reference:

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

Allotment: 1-2--(D.O 1-76)

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

RULES & REGULATIONS

SALARY

TEACHERS



CLARIFICATION ON THE RULES AND REGULATIONS FOR THE IMPLEMENTATION OF THE SYSTEM OF CAREER PROGRESSION FOR PUBLIC SCHOOL TEACHERS

1. Teachers Qualified

Only teachers who are actually teaching shall be considered for Master Teacher position. Included are special teachers, teachers-in-charge, head teachers, guidance counselors and coordinators who have regular teaching assignments consisting of at least two forty-minute classes or teaching loads.

2. Degree Requirement and Degree Equivalence

A bachelor's degree for teachers or its equivalent is required for a candidate for the Master Teacher position.

- a. In consonance with the provisions of the Magna Carta, BSEE/BSE equivalent means related degrees like BSIE, BSAE, BSIA and baccalaureate degrees in line with teaching, plus at least 18 units of education courses.
- b. For the degree requirement, the minimum degree required is sufficient for full or maximum credit. For this particular item, no additional credit shall be given for degrees beyond the minimum degree required. Such additional qualifications, may be considered only if the candidates are equal in all other items, specifically the points for leadership potential. In a ranking list, for example, where Teacher A meets the minimum educational qualification (BSEE or equivalent) but is credited with a total of 45 points in leadership where only 25 is the minimum; Teacher B, on the other hand has, in addition to minimum educational qualification, a master's degree and 20 units toward a doctorate degree, but has only the minimum of 25 points for leadership potential, it will be Teacher A who shall be given priority for appointment to Master Teacher if only one item is available.

If both Teacher A and Teacher B, however, have 45 points for leadership potential, with Teacher A only the minimum education requirement and Teacher B having in addition a master's degree, then Teacher B might be given priority in appointment to Master Teacher I.

3. Performance Rating

The candidate should have very satisfactory performance rating at least 33 points in the old system or 164.5 in the present/new system, for at least the last two years.



The last two years being referred to are the two years immediately preceding the selection process.

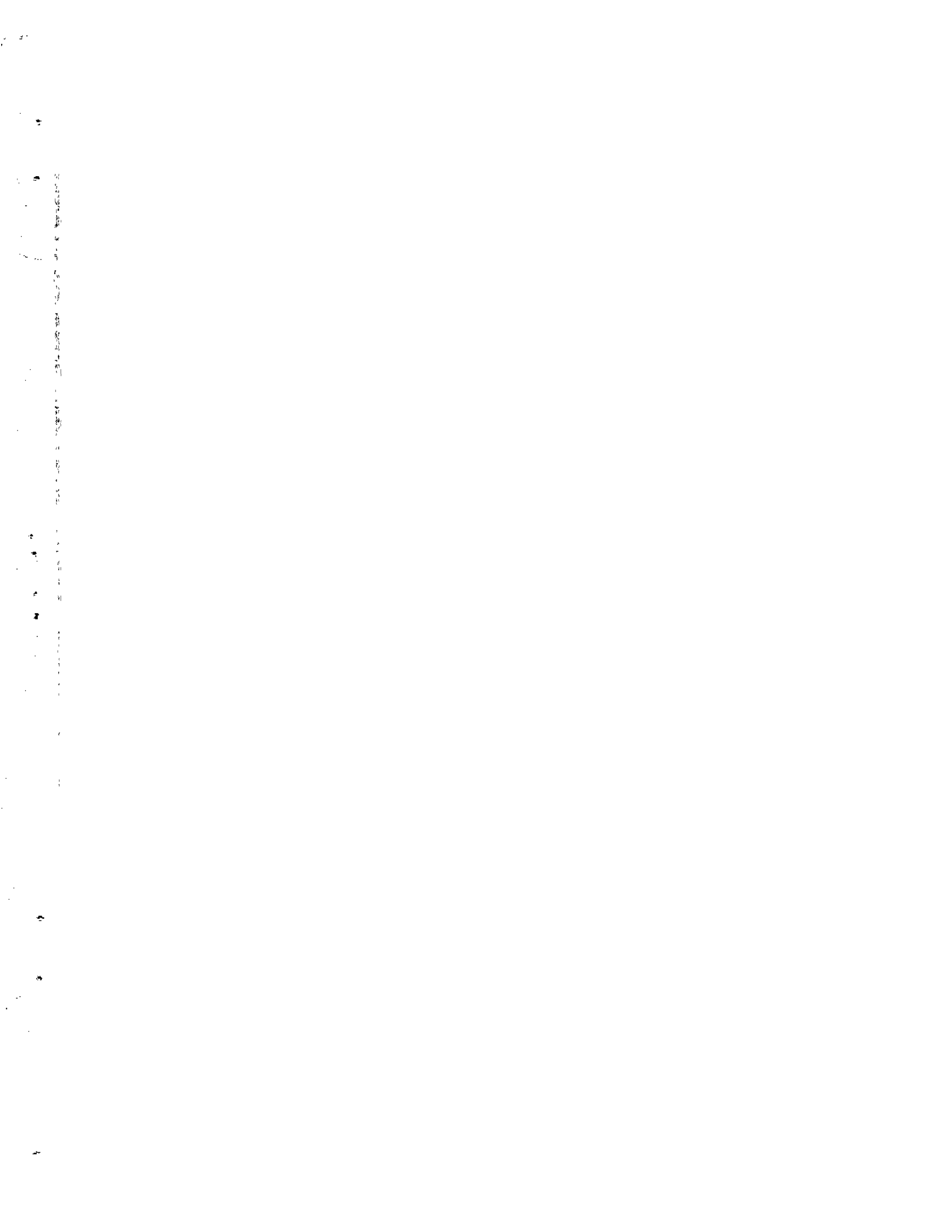
The required performance rating is not the average of the two years. It is necessary that every year, for the last two years, the candidate's performance rating should not be below 164.5 points, or 33 in the case may be.

4. Teaching Experience

Candidates for the MT I position must at least have three (3) years teaching experience. This is the minimum requirement and should be treated as in the example under No. 2 above. Teaching experience above the number of years required may be used for promotion to Master Teacher II.

✓ 5. Credit Points for Leadership, Potential and Accomplishments

- a. A teacher-candidate for MT I who has introduced any one of the items mentioned in a under Leadership, Potential, and Accomplishments such as curriculum materials, effective teaching strategies, simplification of work, worthwhile income generating project, will be given 20 points for the criterion being considered.
- b. At the initial stage one demonstration teaching on the district level regardless of the time it was done plus 15 points in Leadership and Potential are sufficient for the minimum 25 points called for in criterion 5 for MT I. A candidate who has demonstrated on the district level four years ago, for example, may be considered, provided she can show proof that she was a demonstration teacher.
- c. For credits under b of Leadership and Potential, a maximum of only 12 points will suffice.
- d. The school program referred to in c in Leadership is the schedule of classes for the whole school including teacher and room assignments, subject selection, etc.
- e. Initiating or heading an educational research activity duly approved by educational authorities entitles one to 12 points credited for Leadership and Potential. However, participation in a research entitle one to 7 points only. Participation in projects/researches initiated by the Ministry or the region like the FEET, the ISO-SA, the IMPACT and similar projects, are not given credits in view of the fact that initiative and



planning of the research work was not done by them. Participations in such projects may be given recognition in terms of performance rating. Likewise, researches conducted and submitted to fulfill requirements for masteral/doctoral programs are not given credits also because such have been credited for the degree.

It must be stressed that the idea for the technique or the project must be the teacher's own.

A teacher for example, who, in implementing the Green Revolution project has brought about income easy for her pupils may not be given credit of 20 points under a. She might, however, be given points under c or in performance.

f. Teachers who have had training as trainers and upon return from training, initiated or managed in-service training sessions for other teachers even on school level only may be given credit points as provided for in f under Leadership and Potential.

6. Ranking

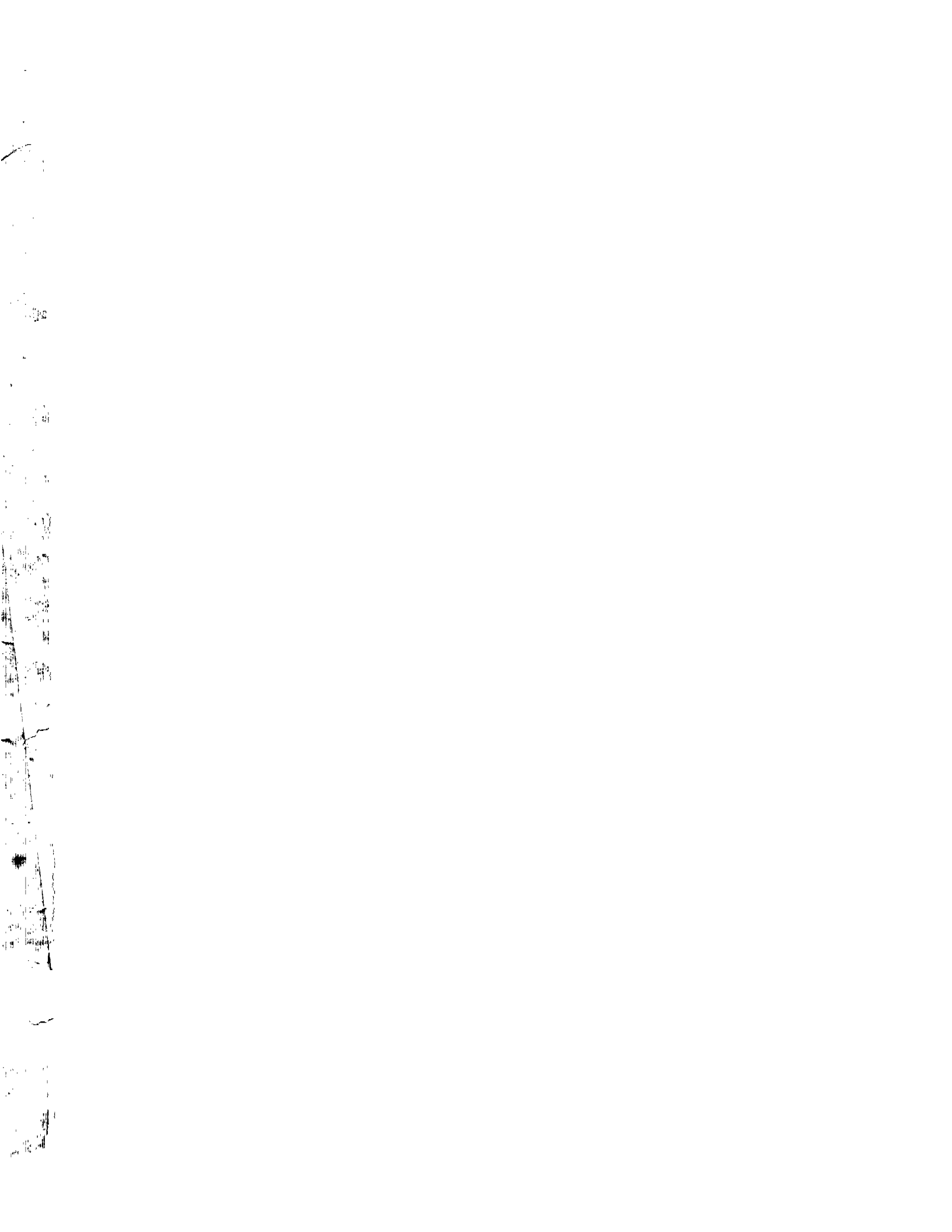
To determine the ranks of the candidates for MI-I, the credit points earned by each should be added. The totals should be arranged from highest to lowest with the one having the highest point ranking No. 1, the next highest as No. 2, etc. In case of a tie, other credits earned outside of the minimum required may be considered, but such may not be used again for the next promotion.

7. Change of Line

Switching from one career line to another is allowed only once and on condition that the individual possesses all the necessary qualifications for the other career line and such qualifications exceed those of individuals in the career line who may also be considered for the existing vacancy.

8. Documentation

All claims for credits for leadership potential should be properly supported by documents. For the purpose of giving credit points, outputs or finished products of the leadership manifested will be honored. As much as possible, however, primary documents such as memoranda, programs and minutes of meetings will be required. However, in cases where the three just mentioned are not available, certifications of the project director/executive/coordinator may be accepted.



9. In-Service Training and Awards

- a. Only trainings sponsored and co-sponsored by the Ministry of Education and Culture shall be credited for educational qualifications.
- b. Awards and commendations of excellence given by authorized MEC officials on division, regional and national levels shall also be given credit.

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Republika ng Pilipinas
MINISTRI NG GUSALING PAMPAMAHALAAN
MINISTRY OF THE BUDGET
Malacañang, Manila

April 10, 1979

NATIONAL BUDGET CIRCULAR NO. 303

To: The Minister, Ministry of Education and Culture
All Others Concerned

The following rules and procedures are hereby issued in the implementation of Executive Order No. 5 dated March 21, 1978 establishing a system of career progression and promotion for public school teachers.

1.0 Purpose

To identify the positions for reclassification to Master Teacher I positions and to provide rules and regulations for the release of the lump-sum amount intended for said reclassification.

2.0 Coverage

Incumbents of positions covered by the Teachers Preparation Pay Schedule who are in the government service on June 1, 1979 and who are actually teaching or who besides providing special services have regular teaching loads may be qualified for reclassification to Master Teacher position.

3.0 Rules and Procedures

3.1 Master Teachers shall be selected on the basis of criteria promulgated by the Ministry of Education and Culture, Civil Service Commission and the Ministry of the Budget.

3.2 The Ministry of Education and Culture shall submit to the Office of Compensation and Position Classification recommendations for reclassification to Master Teacher positions of qualified candidates.

3.2.1 The recommendation shall be supported by the necessary justification/documents for selection of Master Teachers in accordance with the criteria referred to in paragraph 3.1 of this Circular.

3.2.2 If the number of qualified candidates in the division exceeds the number of positions allotted all qualified candidates shall be

ranked, and the positions awarded on the basis of the ranking. Qualified candidates who cannot be issued appointments as Master Teacher for reasons of unavailability of position, shall automatically be ranked with candidates for the next succeeding year.

3.2.3 If there are not enough qualified teachers in the district to fill the number of Master Teacher positions allotted to it, the position may be filled by qualified teachers from other districts provided that such teacher shall serve in the district where the MT position has been allotted, and provided further that there are vacant EGT positions in that district.

3.3 The rate of compensation of Master Teacher I, shall correspond to that of Elementary School Principal I, R-49 at P8,832 p.a. under E.O. No. 78-290.

3.4 All Master Teachers shall be under the Administrative supervision of school head/s where they are assigned notwithstanding their rank and salary.

3.5 Positions for Master Teachers in the secondary level may be created by the local governments or schools concerned provided they are given on the basis of the criteria specified, and at the rates indicated, e.g. Master Teacher equivalent to Elementary School Principal

4.0 Implementing Details

4.1 The Regional Director of the Ministry of Education and Culture shall prepare for purposes of the salary adjustment as a result of

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the reclassification under this Circular. Plantilla Allocation Lists indicating therein the school or school division where the reclassified position is carried in the prescribed form herein attached as Annex "A", containing the following information about the employee concerned.

1. Item No. PD No. 1250
2. Name of employee
3. Position and salary range, PD 1250
4. Authorized salary, PD 1250
5. Actual Adjusted Salary, May 31, 1979
6. Position and Salary range as reclassified
7. Minimum salary of Master Teacher I
8. Salary Adjustment, June 1, 1979

4.2 The Plantilla Allocation Lists shall be approved on each page by the Minister of Education and Culture.

4.3 The original and four (4) copies each of the approved Plantilla Allocation Lists shall be furnished the Office of Compensation and Position Classification (OCPC). After verification, the OCPC shall furnish the Civil Service Commission a copy of the approved Plantilla Allocation Lists which shall serve as the Plantilla Appointment proposal; a copy to the Commission on Audit for its auditing requirements; a copy to the Accounting Machine Division of the Data Processing Service of the Ministry of the Budget for verification of the correctness of payments made; and a copy returned to the Regional Offices of the Ministry of Education and Culture. Only the OCPC certified plantilla furnished the CSC shall be treated as the plantilla appointment proposal and shall serve as basis for payment of salary adjustments.

4.4 The Regional Director shall notify the teacher in writing of his reclassified position under this Circular and the corresponding salary adjustment through a notice of salary adjustment in a prescribed form herein attached as Annex

"B" subject to review by proper authorities. A copy of this notice of salary adjustment shall be furnished the GSIS.

5.0 Responsibility of the Head of Agency

5.1 The Regional Director shall be held personally liable for any payment of the increase of salary which is not in accordance with this Circular, and for the non-submission or late submission of the required forms without prejudice to requiring employees to refund any excess payments.

5.2 The Regional Director of the MEC shall submit on or before June 1, 1979 the Plantilla Allocation Lists referred to in paragraph 4.1 of this Circular. Failure to submit the five (5) copies of the Plantilla Allocation Lists called for in paragraph 4.0 shall cause the suspension by the Ministry of the Budget of the approval of the Special Budget in accordance with Section 40 of P.D. 1177.

6.0 Payment and Allotment and Accounting Procedures

6.1 Payment of salary increases from lump-sum appropriations authorized for the reclassification to Master Teacher I positions in the Ministry of Education and Culture shall be made in accordance with a special budget to be approved by the Ministry of the Budget which shall include the Plantilla Allocation Lists for which the appropriation is intended.

7.0 Contribution to the GSIS

7.1 The salary increase herein authorized is subject to GSIS retirement and life insurance premiums of a member-beneficiary.

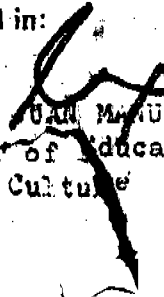
8.0 Saving Clause


8.1 Cases not covered by this Circular shall be referred to the Minister of the Budget.

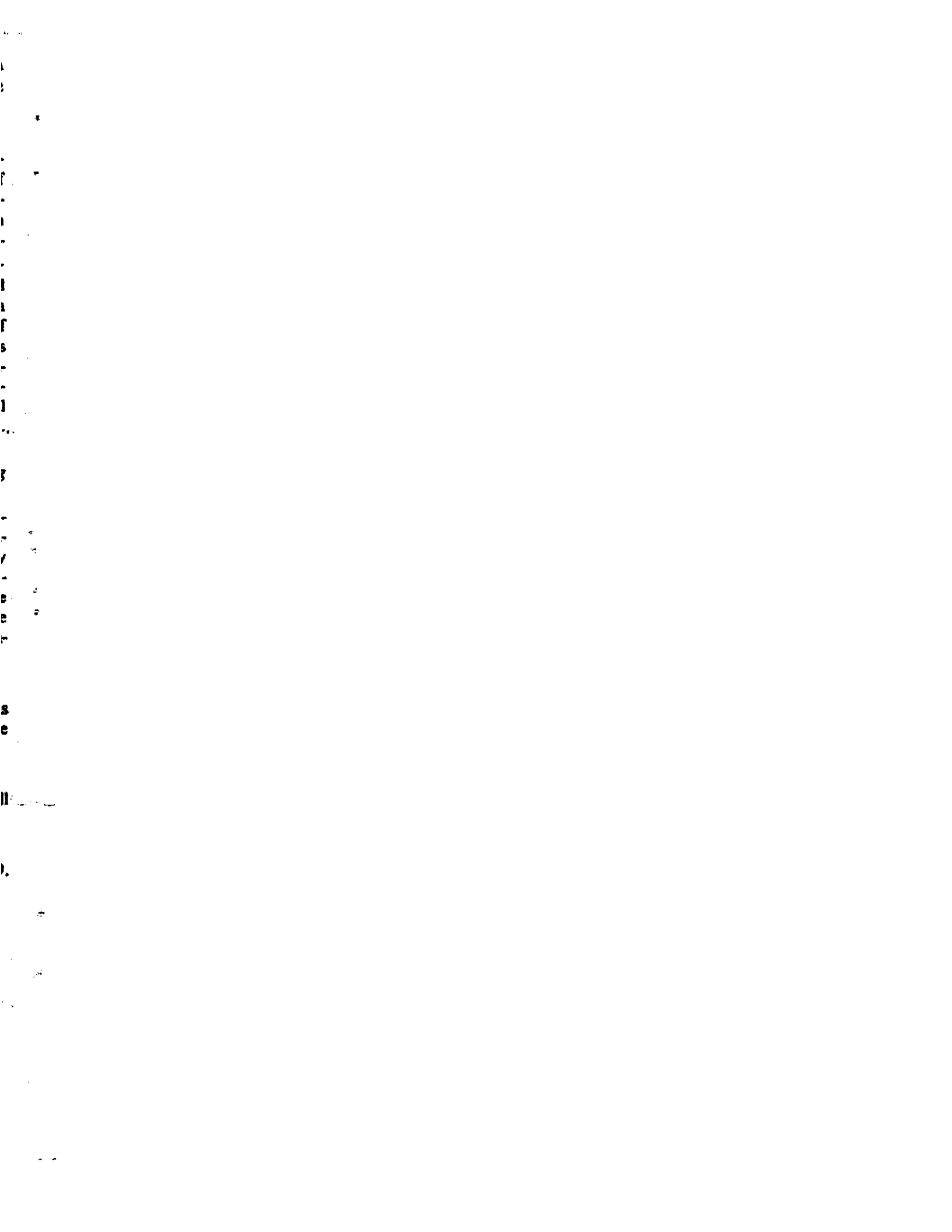
9.0 Effectivity of this Circular

This Circular shall take effect June 1, 1979

Concurred in:


GAIL MANUEL
Minister of Education and Culture


JAIME C. LAYA
Minister of the Budget



PLANTILLA ALLOCATION LIST
(Name of Agency)

As of June 1, 1979

Item No.	Name of Employee	Positions and Salary Range	Authorized Salary	Actual Adjusted Salary	Position & Salary Range As Reclassified	Hiring rate	Salary Adjustment June 1, 1979
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
PD 1250		PD 1250	PD 1250	As of May 31, 1979			
Region I							
Division of Abra	Teresita Serrano	ECT 5, R-44	P5,928	P7,608	Master Teacher I R-49	P8,832	P1,224

Page Total

Approved:

Certified Correct:

Head of Agency

Personnel Officer/Administrative Officer

Notes

- 1 - The listing of positions in this form shall follow the order in the Plantilla of Personnel under PD 1250
- 2 - Totals of all pages of columns (4), (5) and (8) be summarized on the last page.

**NAME OF AGENCY
NOTICE OF SALARY ADJUSTMENTS**

Sir/Madam:

Pursuant to National Budget Circular No. _____ implementing Executive Order No. 500 your position has been reclassified to Master Teacher I effective June 1, 1979 with corresponding salary adjustment as follows:

Position and Salary Range _____

Item No. _____ **Page** _____ **P.D. No.** _____

Basic Annual Salary as of May 31, 1979 _____

Add: Salary Adjustment

Salary as adjusted effective June 1, 1979 _____

This salary adjustment is subject to review and post-audit by the Office of Compensation and Position Classification (OCPC) and the appropriate readjustment and refund if found not in order.

Very truly yours,

CC:
Government Service Insurance System
Manila

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