



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

January 19, 2023

DIVISION MEMORANDUM

No. 0023, s. 2023

ADDENDUM TO DIVISION MEMORANDUM NO. 0021, S. 2023

To: OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD
ALL OTHERS CONCERNED

1. Relative to Division Memorandum No. 0021, s. 2023, in item number 10, *Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment*, the following criteria are to be attached with pertinent documents for leadership, potential, and accomplishments:
 - 10.1 Introduces any of the following which has been adopted or used by the school or district:
 - Curriculum or instructional materials
 - Effective teaching techniques or strategies
 - Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction
 - A worthwhile income-generating project for pupils given recognition by higher officials in the division
 - 10.2 Served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc. and discharged such assignment satisfactorily for at least two years provided such assignments or services are in addition to, and not considered part of, the regular teaching load;
 - 10.3 Served as chairman of special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program, and discharged the work efficiently ;
 - 10.4 Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction for community development, for teacher welfare ;

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10.5 Coordination of community project or activity or 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 years.

10.6 Organized/managed an in-service activity or other similar activities at least on the school level

10.7 Credited with meritorious achievements such as

- Trainor of or coach to contestants who receive prizes, commendations or any forms of recognition
- Athletic coach of athletes or teams who won prizes
- Coordinator of Boy Scout or Girl Scout activities:

10.8 Authorship (Author of book, Co-Author of Book or Book article published);


10.9 Demonstration Teaching within 5 years upon application for promotion for Master Teacher I position.

2. Pertinent papers of applicants shall include table of contents, should be properly earmarked and sequentially arranged.

3. For immediate and wide dissemination.



For the Schools Division Superintendent


REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

