




**CITY SCHOOLS DIVISION OF ANTIPOLO**

**MEMORANDUM**

**TO :** OIC Chief – Curriculum Implementation Division  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Head Teachers, Teacher-In-Charge, Officer-In-Charge  
All Others Concerned

**FROM :**  **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**SUBJECT :** **SUBMISSION OF LIST OF MASTER TEACHERS / SCHOOL BASED HEAD TEACHERS FOR CID –FGD ON INSTRUCTIONAL SUPERVISION**

**DATE :** February 19, 2018

Pursuant to the SDO Antipolo Quality Management System (QMS) for curriculum implementation through instructional leadership, this Office through the Curriculum Implementation Division, requires all schools to submit a list of master teachers and school-based head teachers (from elementary to senior high school) who have been promoted / reclassified in the last five years under any of the criteria below, both in hard (attention: **LITO A. PALOMAR, OIC – Chief, CID** and e-copies ([lito.palomar002@deped.gov.ph](mailto:lito.palomar002@deped.gov.ph)) on or before February 28, 2018:

1. Have no experience as a subject coordinator or department chairman/ head prior to appointment as MT or HT;
2. Have been employed directly from the industry and promoted to master teacher position (for senior high school); or
3. Have at least 3 – 5 years as a subject coordinator or department chairman prior to appointment as master teacher / school-based head teacher.

Attach at least five (5) randomly selected hard copies (photocopy) of their individual supervisory reports signed / verified original by their respective school heads.

Refer to the enclosed template for your perusal.

Widest dissemination of this memorandum is earnestly desired.

UM 098 s. 2018

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## CITY SCHOOLS DIVISION OF ANTIPOLO

Enclosure No. 1 to Unnumbered Memorandum 2018

### SAMPLE CONSOLIDATED PROFILE DATA

MASTER TEACHER							
No.	Name	Last appointment held	Highest Educational Attainment	Age	Years of experience as department chairman/ coordinator	Criteria No	Email address
1	Juan Dela Cruz	Teacher I	Phd Graduate	35	None	1	
2	Marcelo Bonifacio	Teacher III	MA graduate	50	None	2	

SCHOOL-BASED HEAD TEACHER							
No.	Name	Last appointment held	Highest Educational Attainment	Age	Years of experience as department chairman/ coordinator	Criteria No	Email address
1	Andres Rizal	Teacher III	Phd CAR	35	None	1	
2	Emilio del Pilar	Teacher III	Phd Units	50	3	3	