

Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, 2nd District, Metro Manila

August 26, 2009

MEMORANDUM TO:

Asst. Schools Division Superintendents
Division/District Supervisors
Elementary/Secondary School Principals
Officers In-Charge
Heads of Administrative Units

This is in connection with the Division Memorandum No. 410, s. 2009 dated August 7, 2009, Re – SUBMISSION OF THE LIST OF TEACHERS WITH SPECIALIZATION IN MATH AND SCIENCE whose deadline was August 10, 2009. Quoted hereunder are the following criteria for your information and guidance.

“1. One of the salient features which was approved under the Salary Standardization Law III is the provision of a 3-step increment for teachers with specialization in Science and Mathematics. A teacher should possess **any of** the criteria in order to be entitled to the said increase.

- 1) Must be a Science/Mathematics major/minor
- 2) If not a Science/Math major or minor, must have completed the Certificate Program in Science/Math for High School teachers; and
- 3) Must be teaching Science and Mathematics for the last 5 years from SY 2004-2005 to SY 2008-2009

For Elementary – Grades IV, V, VI
For Secondary - All Year Levels”

This Office reiterates its request and you are directed to submit the names of science/math teachers who meet any of the cited criteria in order for them to be entitled to said increase: ie: 3 – step increments using the attached format.

All school administrators who failed to submit the required list will be liable to their teachers who will be left behind and failed to avail said increase.

Submission of the required list will be on or before August 28, 2009.

For strict compliance.



CORAZON C. RUBIO, CESO VI
Asst. Schools Division Superintendent
Officer In-Charge

Encl.: As stated.

Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, 2nd District, Metro Manila

August 7, 2009

DIVISION MEMORANDUM

NO. 410 S. 2009

**SUBMISSION OF THE LIST OF TEACHERS WITH
SPECIALIZATION IN MATH AND SCIENCE**

To: Asst. Schools Division Superintendents
Division/District Supervisors
Elementary and Secondary School Principals
Head Teachers./Officers In-Charge
Heads of Administrative Units

1. For the information and guidance of all concerned, enclosed is Regional Memorandum No. 422, s. 2009 from Director Teresita G. Domalanta, Department of Education, National Capital Region, Misamis St., Bago Bantay, Quezon City dated August 3, 2009 entitled, "Submission of the List of Teachers with Specialization in Math and Science", which is self-explanatory.
2. In this connection, school administrators are required to submit the list of teachers with specialization in Math and Science to Mrs. Elena M. Santos, Chief, Personnel Section, on or before August 10, 2009 using the attached format.
3. Immediate compliance to this Memorandum is desired.

[Signature]
VICTORIA Q. FUENTES
Schools Division Superintendent

Incl.: As stated.

Reference: Unnumbered Memorandum from Usec Bacani

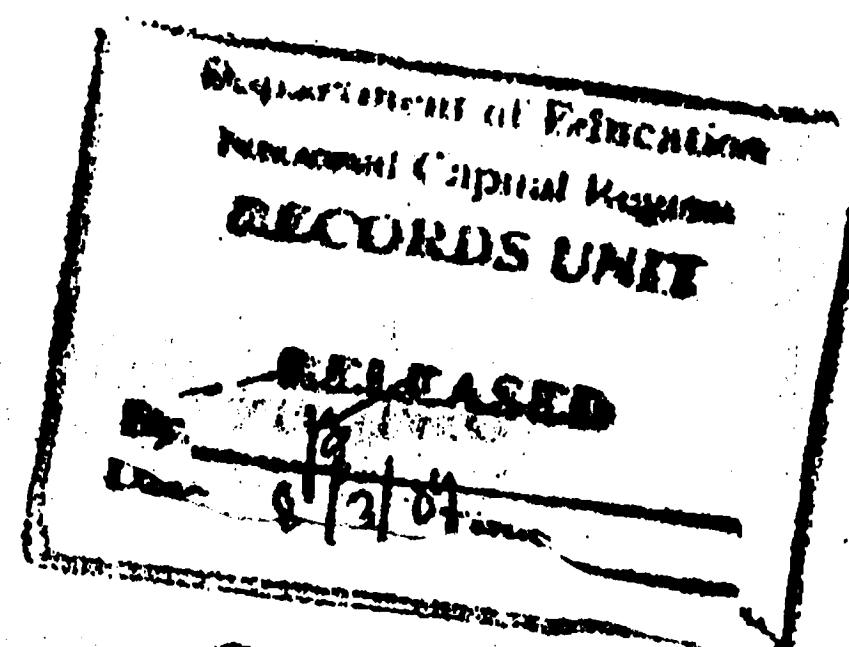
Allotment: 1-4-5(D.O.50-97)

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

**LIST OF TEACHERS
MATH and SCIENCE
OFFICIALS
SCHOOLS**



Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)



August 3, 2009

MEMORANDUM
No. 432, s. 2009

DCS - QUEZON CITY
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RECORDS SECTION

**SUBMISSION OF THE LIST OF TEACHERS WITH
SPECIALIZATION IN MATH AND SCIENCE**

To: Schools Division Superintendents

1. Attached is Unnumbered Memorandum from *Hon. Ramon C. Bacani*, Undersecretary for Regional Operations, entitled "*Submission of the List of Teachers with Specialization in Math and Science*", the contents of which are self-explanatory, for information and appropriate action.
2. Preferential attention is requested for # 3 and 4.
3. Submission of the list to this office is required on or before August 10, 2009.
4. Immediate compliance to this Memorandum is directed.

Teresita G. Domalanta
TERESITA G. DOMALANTA, CESO III
Director IV

Encl.: As stated

Reference: Unnumbered Memorandum from Usec Bacani

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

LIST OF TEACHERS
MATH and SCIENCE
OFFICIALS
SCHOOLS

F7/F12



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Metralco Avenue, Pasig City



Office of the Undersecretary

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MEMORANDUM

To : All Regional Directors
DepED ARMM Secretary
Schools Division/City Superintendents
Heads, Public Elementary & Secondary Schools

From : RAMON C. BACANI *K. P. Bacani*
Undersecretary for Regional Operations

Date : July 22, 2009

Subject : Submission of the LIST OF TEACHERS WITH
SPECIALIZATION IN MATH AND SCIENCE

1. One of the salient features which was approved under the Salary Standardization Law III is the provision of a 3-step increment for teachers with specialization in Science and Mathematics. A teacher should possess any of the following criteria in order to be entitled to the said increase.
- 1) Must be a Science/Mathematics major/minor;
 - 2) If not a Science/Math major or minor, must have completed the Certificate Program in Science/Math for High School teachers; and
 - 3) Must be teaching Science and Mathematics for the last 5 years from SY 2004-2005 to SY 2008-2009

For Elementary – Grades IV, V, VI

For Secondary – All Year Levels //

2. In view thereof, you are instructed to submit the names of science/mathematics teachers who meet any of the cited criteria in order for them to be entitled to the said increase; i.e. three (3) step increments.

3. In filling out the forms, be guided with the following instructions:

3.1 Form A for elementary level shall be prepared by the school head duly certified by the District Supervisor. For the secondary level, shall be prepared by school head certified correct by the Schools Division Superintendent.

3.2 Form B for both elementary and secondary schools shall be accomplished by the Division HRMO/Administrative Officer and certified correct by the Schools Division Superintendent.

3.3 Form C for both elementary and secondary schools shall be filled out by the Regional HRMO/Administrative Officer duly certified correct by the Regional Director.

4. Administrative sanctions shall be imposed against any school or field personnel submitting any false information/documents.

5. For purposes of determining the qualified recipients of cited incentives, the term teacher shall cover only those actually teaching.

6. For information and strict compliance.

DEPARTMENT OF EDUCATION
SUMMARY DATA ON LIST OF TEACHERS WITH
WITH SPECIALIZATION IN MATH AND SCIENCE
ENTITLED TO 3-STEP INCREMENT FOR SY 2009-2010

FORM B (ELEM)

REGION
DIVISION
DISTRICT (for elementary schools)

No.	NAME OF ELEMENTARY SCHOOL	NUMBER OF TEACHERS ENTITLED TO 3-STEP INCREMENT
	SCHOOL DISTRICT 1	
1	SCHOOL A	
2	SCHOOL B	
3	SCHOOL C	
4	SCHOOL D	
5	SCHOOL E	
6	SCHOOL F	
	sub-total	
	SCHOOL DISTRICT 2	
1	SCHOOL A	
2	SCHOOL B	
3	SCHOOL C	
4	SCHOOL D	
5	SCHOOL E	
6	SCHOOL F	
7	SCHOOL G	
8	SCHOOL H	
9	SCHOOL I	
10	SCHOOL J	
	sub-total	
	SCHOOL DISTRICT 3	
1	SCHOOL A	
2	SCHOOL B	
3	SCHOOL C	
4	SCHOOL D	
	sub-total	
	TOTAL	

NOTE: Data source for this table is FORM A (ELEM)

Prepared by:

Division HRMO/ADMIN OFFICER

CERTIFIED CORRECT

SCHOOLS DIVISION SUPERINTENDENT

FORM B (SECONDARY)

DIVISION		
No.	NAME OF SECONDARY SCHOOL	NUMBER OF TEACHERS ENTITLED TO 3-STEP INCREMENT
1	SCHOOL A	
2	SCHOOL B	
3	SCHOOL C	
4	SCHOOL D	
5	SCHOOL E	
6	SCHOOL F	
7	SCHOOL G	
8	SCHOOL H	
9	SCHOOL I	
10	SCHOOL J	
11	SCHOOL K	
12	SCHOOL L	
	TOTAL	

Prepared by:

CERTIFIED CORRECT

SCHOOLS DIVISION SUPERINTENDENT

NAME OF SCHOOL
SCHOOL ID

[illegible]

- NOTES:**
1. Only teachers of Years I - IV teaching Science and Math for the last 5 consecutive years shall be included in this list
 2. Education qualification includes Bachelor's degree, Masteral Program or Certificate Program in Science/Math
 3. Data on salary as of June 30, 2008 shall be based on latest PSiPOP
 4. Data on salary as of July 1, 2009 shall be based on National Budget Circular # 521, s. 2009

CERTIFIED CORRECT

SCHOOLS DIVISION SUPERINTENDENT

ENTITLE TO 3-STEP INCREMENT FOR SY 2009-2010

**REGION
DIVISION
DISTRICT (for elementary schools)**

NAME OF SCHOOL
SCHOOL ID[illegible]

NOTES:

1. Only teachers of Grades IV-VI teaching Science and Math for the last 5 consecutive years shall be included in this list
2. Education qualification includes Bachelor's degree, Masteral Program or Certificate Program in Science/Math
3. Data on salary as of June 30, 2009 shall be based on latest P-SIPOP
4. Data on salary as of July 1, 2008 shall be based on National Budget Circular # 521, s. 2009

Prepared by:

CERTIFIED CORRECT

ELEMENTARY SCHOOL PRINCIPAL/JOIC

DISTRICT SUPERVISOR