



December 9, 2019

REGIONAL SPECIAL ORDER

No. 12-23 s. 2019



**POLICY ON THE CONVERSION OF TEACHER ITEMS TO
MASTER TEACHER POSITIONS IN BOTH
ELEMENTARY AND SECONDARY LEVELS**

1. It has come to the attention of the undersigned that there are disparities in the distribution of Master Teacher positions I in both the elementary and secondary levels in Caraga Region. There are also divisions which have adequate teachers but there were not enough teachers converted into Master Teachers.
2. The field is hereby reminded of the mandate specified in **Budget Memorandum No. 125 dated January 15, 2016** on the conversion of Teachers into Master Teachers in respective Schools Division Offices (SDOs).
3. As agreed last **July 24, 2019** during the workshop on the determination of MT needs, we would like to reiterate that prior to submission to the DepEd, Caraga, Regional Office for funding with the Department of Budget and Management, all requests shall pass through the **Schools Governance and Operations Division (SGOD)** through the Division Planning Officer, for validation on the total number of existing teachers vis-a-vis total no. of teachers for conversion into Master Teachers of each division. **Conversion of Teachers into MTs in Subject Areas with adequate teachers but have no Master Teachers yet is an utmost priority.**
4. On top of your documents for submission to the DepEd, Regional Office, indicate the total number of existing teachers, no. of existing MTs and the remaining need of MTs to be submitted for funding at the Department of Budget and Management, Regional Office XII, Butuan City.
5. Division Planning Officers shall also affix their signatures for assurance that request for conversion of Teachers to MTs are validated.
6. Be guided accordingly.


FRANCIS CESAR B. BRINGAS, CESO V
OIC - Regional Director

DCC No.

Document Tracking No.

2019-12-19797



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph