



MAY 06 2010

DepEd MEMORANDUM
 No. **203**, s. 2010

**GRANT OF STEP INCREMENT FOR TEACHERS WITH SPECIALIZATION
 IN SCIENCE AND MATHEMATICS**

To: DepEd ARMM Regional Secretary
 Bureau Directors
 Regional Directors
 Schools Division/City Superintendents
 Heads, Public Elementary and Secondary Schools
 All Others Concerned

- One of the salient features which was approved under the Salary Standardization Law III (SSL III) is the provision of a three-step increment for teachers with specialization in Science and Mathematics. This provision is in line with the thrust of giving focus to teaching Science and Mathematics in basic education to set the foundation for critical tooling towards industrialization and improvement of the country's global competitiveness standing.
- This grant of step increment covers incumbents of Teacher I, Teacher II and Teacher III positions in public elementary and secondary schools who teach Science and/or Mathematics.
- The incentive shall be in the form of a one-time three (3) salary step increment to a teacher who meets **ALL** of the following criteria for qualification:

Particulars	Elementary Level	Secondary Level
Position and Salary Grade	Teacher I, SG 11 Teacher II, SG 12 Teacher III, SG 13	Teacher I, SG 11 Teacher II, SG 12 Teacher III, SG 13
Education	MA in Education major in Science or Mathematics Education; or Bachelor of Elementary Education with Certificate Program for Elementary Science/Mathematics Teaching; or Bachelor's degree with 18 units in Professional Education, plus Certificate Program for Elementary Science/Mathematics Teaching	Bachelor of Secondary Education major in Science or Mathematics; or Bachelor's degree with 18 units in Professional Education, plus Certificate Program for High School Non-Specialist Teachers in Science/Mathematics with a minimum rating of 80% or its equivalent
Teaching Load	Grades IV to VI; at least six (6) teaching hours per day, all in Science or all in Mathematics or a combination thereof	All year levels; at least six (6) teaching hours per day, all in Science or all in Mathematics or a combination thereof
Performance Rating	At least VERY SATISFACTORY rating for the last three (3) school years	At least VERY SATISFACTORY rating for the last three (3) school years



Teaching Experience	At least five (5) years experience in teaching Science and/or Mathematics	At least five (5) years experience in teaching Science and/or Mathematics
Related Training	Continuing professional education – minimum of forty (40) hours training per year related to Science/Mathematics, not previously used as basis for promotion through the Equivalent Record Form	Continuing professional education – minimum of forty (40) hours training per year related to Science/Mathematics, not previously used as basis for promotion through the Equivalent Record Form

4. The initial grant of step increment shall start on January 1, 2011. The next grant for new qualifiers shall be January 1 of every year thereafter.

5. The actual monthly basic salary of an incumbent teacher as of December 31 of the prior year shall be adjusted to the next three (3) salary steps, effective January 1 of the next year, but not beyond Step 8. For example, if an incumbent of a position of Teacher I, SG 11 has a basic monthly salary at Step 1, his/her monthly basic salary shall be adjusted to that at Step 4.

6. In order to determine the budgetary requirements for the step increment, all field offices are required to accomplish and submit the enclosed data gathering forms as follows:
 - a) Form A (Elementary) and Form A (Secondary) – to be accomplished by the school head which contains the names of teachers who meet ALL the criteria listed in Par. 3 above;
 - b) Form B (Elementary) and Form B (Secondary) – to be accomplished by the Division Superintendent which summarizes the number of qualified teachers in each school by position title and step increment; and
 - c) Form C (Elementary) and Form C (Secondary) – to be accomplished by the Regional Director which summarizes the number of qualified teachers in each Division by position title and step increment.

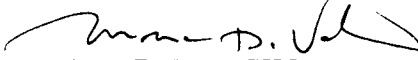
7. School heads shall be responsible for verifying the accuracy of data entered in Form A by requiring the concerned teachers to submit documentary evidence e.g. certified true copies of transcript of records, certificates of training and performance ratings. These documents should be kept on file at the school and Division Office and need not be submitted to the Central Office.

8. The Department of Budget and Management (DBM) shall issue guidelines governing the implementation of step increment.

9. The duly accomplished Forms (A, B, and C) shall be forwarded by the Regional Offices to the Management Division, Central Office (Attn: Ms. Louisa Roberto) on or before May 31, 2010. No piece meal submission shall be accepted, i.e. individual schools or individual divisions. **Submission of individual schools or divisions shall not be included in the national summary to be prepared by the Management Division.**

10. These guidelines supersede the previous Unnumbered Memorandum signed by Undersecretary Ramon C. Bacani dated July 22, 2009 on this subject.

11. Immediate dissemination of this Memorandum is desired.


MONA D. VALISNO,
Secretary *tyo s*
MM 8/15

Encls.:
As stated

Reference:
Unnumbered Memorandum dated July 22, 2009

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

BENEFITS
SALARY
TEACHERS

R-Maricar/DM-Step Increments for Science-Mathematics Teachers
04-15-10

(Enclosure No. 1-A to DepEd Memorandum No. 203, s. 2010)

DEPARTMENT OF EDUCATION
LIST OF ELEMENTARY SCHOOL TEACHERS QUALIFIED FOR 3-STEP INCREMENT

REGION _____
 DIVISION _____
 DISTRICT (for elementary schools) _____
NAME OF SCHOOL _____
SCHOOL ID _____

No.	NAME OF TEACHER	POSITION & SALARY GRADE	STEP INCREMENT							EDUCATION	TEACHING LOAD	PERFORMANCE RATING (last 3 SY)			TEACHING EXPERIENCE	RELATED TRAINING		
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7			2007-2008	2008-2009	2009-2010				

GUIDELINES: Only teachers who meet ALL of the following criteria shall be included in the list

1. **Position Title** - Should be either Teacher I, Teacher II or Teacher III
2. **Step Increment** - refer to Appointment or Notice of Step Increment (Put a check under the appropriate step increment)
3. **Education** - any of the following degrees:
 MA in Education major in Science or Math
 Bachelor of Elementary Education with Certificate program for Elementary Science/Math Teaching
 Bachelor's degree with 18 units in Professional Education plus Certificate Program for Elem Science/Math Teaching
4. **Teaching load** - Grade IV to VI, at least 6 teaching hours per day, ALL in Science or Math or a combination thereof
5. **Performance Rating** - at least VERY SATISFACTORY rating for the last three school years. Indicate numerical as well as adjective rating
6. **Teaching experience** - at least 5 years experience in teaching Science and/or Math
7. **Related Training** - Continuing professional education: minimum of 40 hours training per year related to Science/Math, not previously used as basis for promotion through the Equivalent Records Form.

Prepared by: _____

ELEMENTARY SCHOOL PRINCIPAL/OIC

(Enclosure No. 1-B to DepEd Memorandum No. 203, s. 2010)

DEPARTMENT OF EDUCATION
SUMMARY DATA ON LIST OF ELEMENTARY TEACHERS QUALIFIED FOR A 3-STEP INCREMENT

REGION
DIVISION

NAME OF ELEMENTARY SCHOOL	NUMBER OF QUALIFIED TEACHERS ENTITLED TO 3-STEP INCREMENT																						
	TEACHER I							TEACHER II							TEACHER III								
No.	SCHOOL DISTRICT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	
1	SCHOOL A																						
2	SCHOOL B																						
3	SCHOOL C																						
4	SCHOOL D																						
5	SCHOOL E																						
6	SCHOOL F																						
	SCHOOL DISTRICT	sub-total																					
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																						
	SCHOOL DISTRICT	sub-total																					
1	SCHOOL A																						
2	SCHOOL B																						
3	SCHOOL C																						
4	SCHOOL D																						
	SCHOOL DISTRICT	sub-total																					
	TOTAL																						

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

Prepared by:

CERTIFIED CORRECT

Division HRMO/ADMIN OFFICER

SCHOOLS DIVISION SUPERINTENDENT

(Enclosure No. 1-C to DepEd Memorandum No. 203, s. 2010)

DEPARTMENT OF EDUCATION
SUMMARY DATA ON LIST OF ELEMENTARY TEACHERS QUALIFIED FOR A 3-STEP INCREMENT

REGION

ELEMENTARY	NUMBER OF QUALIFIED TEACHERS ENTITLED TO 3-STEP INCREMENT																				
	TEACHER I							TEACHER II							TEACHER III						
No.	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1 DIVISION A																					
2 DIVISION B																					
3 DIVISION C																					
4 DIVISION D																					
5 DIVISION E																					
6 DIVISION F																					
7 DIVISION G																					
TOTAL																					

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

Prepared by:

REGIONAL HRMO/ADMIN OFFICER

CERTIFIED CORRECT

REGIONAL DIRECTOR

DEPARTMENT OF EDUCATION
LIST OF SECONDARY SCHOOL TEACHERS QUALIFIED FOR 3-STEP INCREMENT

REGION
DIVISION
NAME OF SCHOOL
SCHOOL ID

No.	NAME OF TEACHER	POSITION & SALARY GRADE	STEP INCREMENT							EDUCATION	TEACHING LOAD	PERFORMANCE RATING (last 3 SY)			TEACHING EXPERIENCE	RELATED TRAINING			
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7			2007-2008	2008-2009	2009-2010					

GUIDELINES: Only teachers who meet ALL of the following criteria shall be included in the list

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- 2 **Step Increment** - refer to Appointment or Notice of Step Increment (Put a check under the appropriate step increment)
- 3 **Education** - any of the following degrees:
Bachelor of Secondary Education major in Science or Math
Bachelor's degree with 18 units in Professional Education plus Certificate Program for High School Non-Specialist Teachers in Science/Math with a minimum rating of 80% or its equivalent
- 4 **Teaching load** - all year levels at least 6 teaching hours per day. ALL in Science or Math or a combination thereof
- 5 **Performance Rating** - at least VERY SATISFACTORY rating for the last three school years. Indicate numerical as well as adjective rating
- 6 **Teaching experience** - at least 5 years experience in teaching Science and/or Math
- 7 **Related Training** - Continuing professional education: minimum of 40 hours training per year related to Science/Math, not previously used as basis for promotion through the Equivalent Records Form.

Prepared by:

SECONDARY SCHOOL PRINCIPAL/LOC

(Enclosure No. 2-B to DepEd Memorandum No. 203, s. 2010)

DEPARTMENT OF EDUCATION
 SUMMARY DATA ON LIST OF SECONDARY TEACHERS QUALIFIED FOR A 3-STEP INCREMENT
 REGION
 DIVISION

No.	SCHOOL	NUMBER OF QUALIFIED TEACHERS ENTITLED TO 3-STEP INCREMENT																				
		TEACHER I							TEACHER II							TEACHER III						
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
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																					

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

Prepared by: _____ CERTIFIED CORRECT

Division HRMO/ADMIN OFFICER _____ SCHOOLS DIVISION SUPERINTENDENT

(Enclosure No. 2-C to DepEd Memorandum No. 203, s. 2010)

DEPARTMENT OF EDUCATION
SUMMARY DATA ON LIST OF SECONDARY TEACHERS QUALIFIED FOR A 3-STEP INCREMENT

REGION

SECONDARY	NUMBER OF QUALIFIED TEACHERS ENTITLED TO 3-STEP INCREMENT																				
	TEACHER I							TEACHER II							TEACHER III						
No.	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	
1 DIVISION A																					
2 DIVISION B																					
3 DIVISION C																					
4 DIVISION D																					
5 DIVISION E																					
6 DIVISION F																					
7 DIVISION G																					
TOTAL																					

NOTE: Data source for this table is FORM B (SECONDARY)

Prepared by:

REGIONAL HRMO/ADMIN OFFICER

CERTIFIED CORRECT

REGIONAL DIRECTOR