

Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

29 May 2023

DIVISION MEMORANDUM
 No. 204 s. 2023

**ANNOUNCEMENT OF VACANCIES FOR MASTER TEACHER I
 AND MASTER TEACHER II POSITIONS**

TO : Asst. Schools Division Superintendent
 Chief Education Supervisors
 Human Resource Merit Promotion & Selection Board
 Public Schools District Supervisors
 Elementary & Secondary School Heads
 All Others Concerned

1. This Office announces the vacancies for the following positions in this Schools Division. All interested qualified applicants are advised to submit their pertinent documents for evaluation in accordance with the criteria as provided in **MEC Order No. 10, s. 1979**:

Position Title	Salary Grade	Monthly Salary	Place of Assignment
Master Teacher II	19	Php51,357.00	<ul style="list-style-type: none"> San Andres West District Baras North District
Master Teacher I	18	Php46,725.00	<ul style="list-style-type: none"> Bagamanoc South Bato East Bato West Caramoran South

Position Title	Area of Specialization	Salary Grade	Monthly Salary	Place of Assignment
Master Teacher I	TLE	18	Php46,725.00	Caramoran School of Fisheries
	Filipino & MAPEH	18		Catanduanes NHS
	Math	18		Viga RDHS

1. Application documents (*with tabbing and name of document, following the arrangement of the requirements as listed in Enclosure 5.2*) must be submitted to the Human Resource Management Office thru the Records Section **not later than June 14, 2023**. Further, applicants are advised to report to the Human Resource Management Office from **May 31 to June 13, 2023** for checking/attestation per Annex C (Checklist of Requirements).

2. Applicants who failed to submit complete mandatory documents (Enclosure 5.2 a to j) on the set deadline shall not be included in the pool of official applicants.


3. No additional documents shall be accepted after the deadline.



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4. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Enclosure 5.2 j), duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
5. Enclosed to this Memorandum are the following:
 - 5.1 Qualification Standards for the vacant positions
 - 5.2 List of documents to be submitted
 - 5.3 Job Description of the vacant positions
 - 5.4 Checklist of Requirements (Annex C)- *download thru bit.ly/Annex_C*
6. Schedule of evaluation will be announced in a separate memorandum. Applicants are advised to bring their original documents on the day of evaluation.
7. This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."
8. Persons with Disability applicants in need of assistance should notify the Human Resource Management Office prior to scheduled date of evaluation.
9. For wide dissemination, guidance and strict compliance.


SOCORRO V. DELA ROSA
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 7, s. 2023, DepEd Order No. 19, s. 2022, MEC Order No. 10 s. 1979

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

EVALUATION EMPLOYMENT
HIRING

MBL/DM- Announcement of Vacancies
012/May 29, 2023





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Enclosure No. 5.1

QUALIFICATION STANDARDS FOR THE VACANT POSITIONS
(Reference: DECS QS Manual for Unique Positions-Revised 1995)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Master Teacher II	19	2	Bachelor of Elementary Education (BEED); or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher)
Master Teacher I	18	2	Bachelor of Elementary (BEED); or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher)
Master Teacher I	18	2	Bachelor of Secondary Education (BSED); or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher)





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Enclosure No. 5.2

LIST OF DOCUMENTS TO BE SUBMITTED

- a. Letter of Intent addressed to the Head of Office
- b. Duly accomplished Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet (if applicable), you may download the form at bit.ly/WES_PDS
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C), you may download the form at bit.ly/Annex_C
- k. Other documents but not limited to (Means of Verification (MOVs) showing Leadership, Potential and Accomplishments
 - A. Introduced any of the following which has been adopted or used by the school/district
 - i. Curriculum or instructional materials
 - ii. Effective Teaching technique/strategies
 - iii. Simplification of work as in reporting system record keeping, etc. or procedure that resulted in cost reduction
 - iv. A worthwhile income generating project for pupils given recognition by higher officials
 - B. Served as Subject Coordinator or grade chairman for at least one year or adviser of school publication or any special organization like dramatic club, glee club, etc. and discharged such assignment satisfactory for at least 2 years
 - C. Served as Chairman of a special committees such as curriculum study committee; committee to prepare school program and discharged the work efficiently
 - D. Initiated or Headed an educational research activity duly approved by educational authorities either for improvement of instruction or community development of teacher welfare activities
 - E. Coordinator of community project activity 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 2 years
 - F. Organized/managed as in-service activity or other similar activities at the school level
 - G. Credited with meritorious achievement
 - i. Trainor's or coach to contestant who received prizes commendation or any form of recognition
 - ii. Athletic coach of athletes or team who won first prize
 - iii. Coordinator of the Boy Scout or Girl Scout activities
 - H. Authorship
 - i. Sole Authorship
 - ii. Co-Authorship
 - iii. Article
 - I. Demonstration Teaching





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Enclosure No. 5.3

JOB DESCRIPTION OF THE VACANT POSITIONS

**Master Teacher I &
Master Teacher II**

- Attends professional meetings, in-service trainings and related activities for self-growth and advancement.
- Prepares daily logs and visual aids related to the lesson.
- Conducts remedial episodes classes for slow learners
- Updates parents on children's progress and problems through dialogues, conferences and PTA meetings
- Assists the guidance counselor in handling students with problems
- Gets involved in community and civic-organization activities.
- Maintains harmonious relationships with superiors, students, local and public officials and co-teachers.
- Observes proper decorum
- Conducts echo seminars for co-teachers.
- Mentors co-teachers in content and skills difficulties
- Helps in the proper and accurate dissemination/implementation of school policies.
- Assists principals in instructional monitoring of teachers.
- Guides co-teachers in the performance of duties and responsibilities
- Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues and concerns
- Initiates projects and programs that will enhance the curriculum and its delivery
- Makes the needed instructional materials available to teachers and students
- Assists school heads in class monitoring
- Conducts in-depth studies or action researches on instructional problems
- Coordinates with the grade chairman in disseminating information about school problems, awards, promotion
- Conducts demonstration teaching, sharing effective techniques or strategies and helps identify potential demonstration teachers
- Monitors the maintenance of discipline between and among teachers and learners
- Assists in designing capacity development programs for teachers
- Serves as trainer in school-based INSET
- Evaluates teacher-made tests and interpret results
- Checks regularly lesson plans of teachers in the assigned grade/subject area
- Carries regular teaching load for the grade/subject area
- Serves as a demonstration teacher



Position Applied For:

Name of Applicant:
 Position Applied For:
 Office:
 Contact Number:
 Religion:
 Ethnicity: N/A
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant. Check if submitted)</i>	Verification <i>(To be filled-out by the HRMS/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment:			
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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", [e]lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) [w]here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.