



Republic of the Philippines
Department of Education
Region V(Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

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LEASED

DepEd, Division Office of Catanduanes

RECORDS SECTION

Date JUN 13 2019

Time: 1:45 P.M.

Official/Signature: [Signature]

June 11, 2019

MEMORANDUM TO:

Teaching Personnel
School Heads & Public Schools District Supervisors
(Viga West District & Virac South District)

This office hereby announces the vacancies for the following positions:

1. Master Teacher II – Viga West District
2. Master Teacher II – Virac South District

All interested qualified applicants are advised to submit their pertinent documents for evaluation and ranking in accordance with the criteria as provided in MEC Order No. 10, s. 1979.

The qualification standards for said position are as follows: (Reference: DepED 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)

Applicants should submit **two (2) folders** with the following documents:

1st Folder:

1. Transcript of Records/Special Order
2. Updated Service Records
3. Certificate of relevant trainings/seminars attended (pls. attached if required per qualification standards)
4. Latest Appointment
5. Certificate of Eligibility or Board Rating


2nd Folder:

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records/Certificate of Employment
6. License/Board Rating or Certificate of Eligibility
7. Performance Rating for the last 3 years
8. Copy of Last Approved Appointment
9. Certificate of relevant trainings/seminars attended
10. Other documents relevant to the position applied for

Each folder must be sealed in a separate envelope (with name, contact number and position applied for) and should be stamped "Received" at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than **June 24, 2019**.

Schedule of Evaluation will be announced in a separate memorandum. Applicants are advised to bring their original documents on the day of evaluation for verification purposes.

For wide dissemination, guidance and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent