



Republic of the Philippines  
**Department of Education**  
REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

04 January 2024

**DIVISION MEMORANDUM**

No. 003 s. 2024

**ANNOUNCEMENT OF VACANCIES**

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 hereby announces the vacancies for the following positions. All interested qualified applicants shall submit documents in a folder (*with tabbing and name of document, following the arrangement of the requirements as listed in 5.4*) and should be stamped "received" at the Records Section.

No.	Position Title	Place of Assignment	Deadline of Submission
1	Master Teacher I	Viga West District Caramoran North District San Miguel North District	<b>Not later than 5PM of January 15, 2024</b>
2	Master Teacher II	Virac North District	

2. Other documents indicated in Enclosure 5.4 K should be properly enumerated and encoded in Annex C.

3. Applicants who failed to submit complete mandatory documents (Enclosure 5.4 A to J) on the set deadline shall not be included in the pool of official applicants. Further, an application submitted after 5PM on the set deadline shall be considered late but it will still be accepted, and shall be considered in the next vacancy/evaluation of position subject to the guidelines as provided in DepEd Order No. 7, s. 2023.

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 5.4 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 Position Profile
- 5.2 List of documents to be submitted for Master Teachers
- 5.3 Criteria & Point System for Hiring & Promotion to Master Teachers
- 5.4 Checklist of Requirements (Annex C) with link [bit.ly/Annex\\_C](http://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



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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, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 7, s. 2023, 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  
001/January 4, 2024



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**Enclosure No. 5.1**

**POSITION PROFILE**

<b>Position:</b> Master Teacher I	<b>Salary Grade:</b> 18
<b>Monthly Salary:</b> Php 46,725.00	<b>Place of Assignment/s:</b> Viga West District Caramoran North District San Miguel North District
<b>Item No.</b> OSEC-DECSB-MTCHR1-393271-1998 OSEC-DECSB-MTCHR1-393272-1998 OSEC-DECSB-MTCHR1-393242-1998	<b>No. of Vacancy/ies:</b> Three (3)

**QUALIFICATION STANDARDS**

<b>Education</b>	Bachelor of Elementary Education (BEEd) or Bachelor's Degree plus 18 Professional Units in Education; and 18 units for a Master's Degree in Education or its equivalent
<b>Experience</b>	3 years relevant experience
<b>Training</b>	None Required
<b>Eligibility</b>	RA1080 (Teacher)

**JOB DESCRIPTION**

- 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.
- Mentor's 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



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**POSITION PROFILE**

<b>Position:</b> Master Teacher II	<b>Salary Grade:</b> 19
<b>Monthly Salary:</b> Php 51,357.00	<b>Place of Assignment/s:</b>
<b>Item No.</b> OSEC-DECSB-MTCHR2-391114-1998	<b>No. of Vacancy/ies:</b> One (1)
<b>QUALIFICATION STANDARDS</b>	
<b>Education</b>	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
<b>Experience</b>	1 year as Master Teacher I or 4 years as Teacher III
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	RA1080 (Teacher)
<b>JOB DESCRIPTION</b>	
<ul style="list-style-type: none"> <li>• Attends professional meetings, in-service trainings and related activities for self-growth and advancement.</li> <li>• Prepares daily logs and visual aids related to the lesson.</li> <li>• Conducts remedial episodes classes for slow learners</li> <li>• Updates parents on children's progress and problems through dialogues, conferences and PTA meetings</li> <li>• Assists the guidance counselor in handling students with problems</li> <li>• Gets involved in community and civic-organization activities.</li> <li>• Maintains harmonious relationships with superiors, students, local and public officials and co-teachers.</li> <li>• Observes proper decorum</li> <li>• Conducts echo seminars for co-teachers.</li> <li>• Mentor's co-teachers in content and skills difficulties</li> <li>• Helps in the proper and accurate dissemination/implementation of school policies.</li> <li>• Assists principals in instructional monitoring of teachers.</li> <li>• Guides co-teachers in the performance of duties and responsibilities</li> <li>• Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues and concerns</li> <li>• Initiates projects and programs that will enhance the curriculum and its delivery</li> <li>• Makes the needed instructional materials available to teachers and students</li> <li>• Assists school heads in class monitoring</li> <li>• Conducts in-depth studies or action researches on instructional problems</li> <li>• Coordinates with the grade chairman in disseminating information about school problems, awards, promotion</li> <li>• Conducts demonstration teaching, sharing effective techniques or strategies and helps identify potential demonstration teachers</li> <li>• Monitors the maintenance of discipline between and among teachers and learners</li> <li>• Assists in designing capacity development programs for teachers</li> <li>• Serves as trainer in school-based INSET</li> <li>• Evaluates teacher-made tests and interpret results</li> <li>• Checks regularly lesson plans of teachers in the assigned grade/subject area</li> <li>• Carries regular teaching load for the grade/subject area</li> <li>• Serves as a demonstration teacher</li> </ul>	



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**Enclosure No. 5.2**

**LIST OF DOCUMENTS TO BE SUBMITTED FOR MASTER TEACHER**

1. Letter of Intent
2. 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) [bit.ly/Annex\\_C](http://bit.ly/Annex_C)
3. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet, you may download the form at [bit.ly/F212\\_PDS](http://bit.ly/F212_PDS) & [bit.ly/WES\\_PDS](http://bit.ly/WES_PDS)
4. Transcript of Records/Special Order
5. Updated Service Record
6. Copy of Last Approved Appointment
7. Certificate of In-Service Trainings/Seminars\*
8. Certificate of Eligibility, Board Rating and PRC License
9. Performance Rating for the last three (3) rating periods (1 rating period is equivalent to 1 year)
10. 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. Trainer'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 (Division Level)



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Enclosure No. 5.3

**CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION MASTER TEACHER POSITIONS**

**CREDIT POINTS FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS.**

	Maximum Number of Points
a. Introduced any of the following which has been adopted or used by the school or district	20 points for any one of the items
<ul style="list-style-type: none"> <li>- Curriculum or instructional materials</li> <li>- Effective teaching techniques or strategies</li> <li>- Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction</li> <li>- A worthwhile income generating project for pupils given recognition by higher officials in the division</li> </ul>	
b. Served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc. and discharged such assignment satisfactorily for at least two years provided such assignments or services are in addition to, and not considered part of, the regular teaching load	12 points
c. Served as chairman of a special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program, and discharged the work efficiently	12 points
d. Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, school development, or teacher welfare	12 points
or participation as member of such activity	7 points
e. Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agricultural fairs, etc., for at least two years	12 points



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For participation as member of such activity  
 (7 points)

f. Organized/managed an in-service activity or other similar activities at least on the school level 12 points

g. Credited with meritorious achievements such as 10 points

(1) Trainer of or coach to contestants who receive prizes, commendations or any form of recognition:

- National winner 10 pts.
- Regional winner 5 pts.
- Division winner 3 pts.

(2) Athletic coach of athletes or teams who won prizes as follows:

- National level 10 pts.
- Regional level 5 pts.
- Provincial level 3 pts.
- District level 1 pt.

(3) Coordinator of Boy Scout or Girl Scout activities:

- National level 10 pts.
- Regional level 5 pts.
- Provincial level 3 pts.
- District level 1 pt.

h. Authorship 10 points

(10 points for a book and 1 point for each article provided they are on educational

- Solo Authorship 10 pts.
- Co-authorship 5 pts.
- Articles 1 pt. per article

100 points



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ENCLOSURE No. 5.4

Checklist of Requirements		Annex C	
Name of Applicant: _____ Position Applied For: _____ Office: _____ Contact Number: _____ Religion: _____ Ethnicity: N/A Person with Disability: Yes ( ) No ( ) Sole Parent: Yes ( ) No ( )		Application Code: _____	
Basic Documentary Requirement	Status of Submission <small>(To be filled-out by the applicant. Check if submitted)</small>	Verification <small>(To be filled-out by the HRM/HR Officer/sub-committee)</small>	
		Status of Submission <small>(Check if completed)</small>	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duty 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 (Note: 3 years performance rating for promotion to Teacher II and Teacher III)			
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 (MOVa) 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			
<b>OMNIBUS SWORN STATEMENT</b>			
<b>CERTIFICATION OF AUTHENTICITY AND VERACITY</b> 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.			
<b>DATA PRIVACY CONSENT</b> 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
<small>In compliance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and if/where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document satisfies its integrity and reliability and can be authenticated so as to be usable for subsequent reference.</small>			