

Republic of the Philippines  
Department of Education  
Region V - Bicol


SCHOOLS DIVISION OFFICE OF CATANDUANES

**UNNUMBERED MEMORANDUM:**

OSDS-PER-UM-01-19-2023/MBL

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/In-Charge of Districts  
Elementary and Secondary School Heads  
Administrative Officers (Elementary & Secondary)  
All Others Concerned

FROM : By Authority of the SDS

  
**AROLINE T. BORJA**  
Education Program Supervisor  
Officer-in-Charge

SUBJECT : **ADDENDUM TO DIVISION MEMORANDUM DATED JANUARY 11, 2023 re: ANNOUNCEMENT OF VACANCIES FOR TEACHING, NON-TEACHING AND SCHOOL HEAD POSITIONS**

DATE : January 19, 2023

1. The list of documents to be submitted to Master Teacher I and Master Teacher II positions are the following:

- 1) Letter of Intent
- 2) Omnibus Certification of Authenticity & Veracity of Documents duly notarized, you may download the form at [bit.ly/OmnibusCOAV](http://bit.ly/OmnibusCOAV)
- 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





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- 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. 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 (Division Level)

2. For information and guidance.

MBL/ Addendum to Division Memorandum dated January 11, 2023  
007/January 19, 2023



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