



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

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October 16, 2019

DEPED, Division of Catanduanes

RECORDS SECTION

Date: OCT 17 2019

Time: 10:00 AM

Initial/Signature: *[Signature]*

MEMORANDUM TO:

Teaching Personnel
School Heads
Public Schools District Supervisors
(Pandan West District, Panganiban District, Viga West District)

In preparation for the forthcoming vacancies for Master Teacher I position in your respective 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 I	18	2	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	3 years of relevant experience	None required	RA 1080 (Teacher)

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

1st Folder:

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. Transcript of Records/Special Order
4. Updated Service Records
5. Latest Appointment
6. Certificate of Eligibility/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. Certification of Performance Rating for the last 3 years signed by the School Head
8. Performance Rating for the last 3 years
9. Copy of Last Approved Appointment
10. Certificate of relevant trainings/seminars attended
11. Other documents relevant to the position applied for

First folder must be sealed in an envelope (with name, contact number, school/district 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 **October 24, 2019**. Applicants are advised to bring the 2nd folder together with the original copies of documents on the day of evaluation.

Schedule of Evaluation are as follows:

District	Date	Venue
Pandan West District	October 28, 2019, 8AM	ASDS Office
Panganiban District	October 29, 2019, 8AM	ASDS Office
Viga West District	October 30, 2019, 8AM	ASDS Office

For wide dissemination, guidance and compliance.

[Signature]
DANILO E. DESPI
ASST. DIVISION SUPERINTENDENT