



RELEASED

August 27, 2019, DepEd, Division of Catanduanes

RECORDS SECTION

Date AUG 29 2019

Time: 8:20 am

Signature: [Signature]

MEMORANDUM TO:

Teaching Personnel
 Administrative Officer IV
 School Principal
 (Pandan School of Arts & Trades)

This office hereby announces the vacancy for Master Teacher I position, all interested qualified applicants are advised to submit their pertinent 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 Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate area of specialization ; 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 submit **two (2) folders** with the following documents:

1st Folder:

1. Transcript of Records/Special Order
2. Updated Service Records or Certificate of Employment (pls. attach if needed per qualification standards)
3. Certificate of relevant trainings/seminars attended (pls. attach if needed per qualification standards)
4. Latest Appointment
5. 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. 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 (in bunch) at the Office of the Asst. Schools Division Superintendent not later than **September 6, 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.

[Signature]
SOCORRO V. DELA ROSA, CESO V
 Schools Division Superintendent