

  
 Republic of the Philippines  
**Department of Education**  
 REGION V  
 SCHOOLS DIVISION OFFICE OF CATANDUANES

January 16, 2020

**RELEASE**

MEMORANDUM TO:  
OSDS-UM-01-16-20/mbi

Teaching Personnel  
Head Teachers & Administrative Officer IV  
School Principal II  
(San Andres Vocational School)

DepEd, Division of Catanduanes  
RECORDS SECTION  
Date: JAN 17 2020  
Time: 8:30 AM  
Initial/Signature: \_\_\_\_\_

This office hereby announces the vacancy for Master Teacher I position (for MAPEH & Filipino). 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 Secondary Education (BEED) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher)

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 or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

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

1<sup>st</sup> Folder:

1. Letter of Intent
2. Transcript of Records/Special Order
3. Updated Service Records
4. Latest Appointment
5. Certificate of Eligibility/Board Rating

2<sup>nd</sup> 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 Immediate Head
8. Performance Rating for the last 3 years
9. Copy of Last Approved Appointment
10. 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 submit to the Office of the Asst. Schools Division Superintendent not later than **January 23, 2020**. Applicants are advised to bring their **2<sup>nd</sup> folder together with the original copies of documents on the day of evaluation.**

Schedule of evaluation will be announced in a separate memorandum.

For wide dissemination, guidance and compliance.

  
**DANILO E. DESPI**  
 Schools Division Superintendent