



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



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August 19, 2019

RELEASED

MEMORANDUM TO:

- Teaching Personnel
- School Heads
- Public Schools District Supervisor
(Pandan East District)

DepEd, Division of Catanduanes
 RECORDS SECTION
 Date AUG 28 2019
 Time: 9:09 AM
 Initial/Signature:

In preparation for the forthcoming vacancy for Master Teacher II position (Pandan East District). All interested qualified applicants at Pandan East District 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 II	19	2	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	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
3. Latest Appointment
4. 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 at the Office of the Asst. Schools Division Superintendent not later than SEP 09, 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.

SOCORRO V. DELA ROSA, CESO V
 Schools Division Superintendent