
 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/mbl

Teaching Personnel
School Heads
Public Schools District Supervisor
(Virac North District)

DepEd, Division Office of Catanduanes
RECORDS SECTION
Date JAN 17 2020
Time: 8:26 AM
Initial/Signature: _____

This office hereby announces the vacancy for Master Teacher II position. 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 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	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	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:

1st Folder:

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

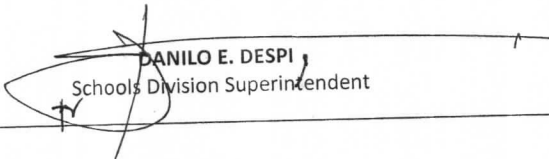
2nd Folder:

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 Immediate 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 submit to the Office of the Asst. Schools Division Superintendent not later than **January 23, 2020**. Applicants are advised to bring their **2nd 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

