



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

28 Dec 2021

DIVISION MEMORANDUM  
No. 003, s. 2021

**ANNOUNCEMENT OF CAREER OPPORTUNITY:  
MASTER TEACHER II (ELEMENTARY)**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. This Office extends the submission of Applications for Master Teacher II position (item number OSEC-DECSB-MTCHR2-660013-2019) in Elementary **on or before January 20, 2022, 5:00 PM.**
2. In compliance with unnumbered memorandum by Undersecretary Rizalino D. Rivera, dated September 10, 2014, this Division will follow MECS Order No. 10, s. 1979 and DECS Order No. 57, s. 1997 in the ranking of Master Teacher (MT) positions. Division Memoranda issued by this Division relative to ranking for MT positions shall serve as supplemental reference for the qualification and documentary requirements.
3. The following qualification standards shall be considered:

<b>CURRENT POSITION</b>	<b>EDUCATION &amp; TRAINING</b>	<b>EXPERIENCE</b>	<b>ADDITIONAL REQUIREMENT</b>
Permanent Teacher	Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers, plus Completion	Master Teacher I for at least 1 year	At least 30 points in leadership, potential and accomplishments, OR has been a demonstration teacher on the division level plus 20 points in leadership and potential provided that the activities or
		Performance Rating must be at least Very Satisfactory (3.500-4.499)	

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	of Academic Requirement (CAR) for M.A.  4 hours of relevant training		accomplishments listed for this purpose had not been credited or used for earlier promotions
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**Exhibited Required Competencies**

**1. Content Knowledge and Pedagogy (PPST Domain 1)**

- 1.1 Modelled effective applications of content knowledge within and across curriculum teaching areas. *(PPST Indicator 1.1.3)*
- 1.2 Promoted effective strategies in the positive use of ICT to facilitate the teaching and learning process. *(PPST Indicator 1.3.3)*
- 1.3 Developed and applied effective teaching strategies to promote critical and creative thinking, as well as other higher-order thinking skills. *(PPST Indicator 1.5.3)*

**2. Diversity of Learners & Assessment and Reporting (PPST Domain 2 and Domain 5)**

- 2.1 Exhibited a learner-centered culture that promotes success by using effective teaching strategies that respond to their linguistic, cultural, socioeconomic and religious backgrounds. *(PPST Indicator 3.2.3)*
- 2.2 Evaluated with colleagues teaching strategies that are responsive to the special educational needs of learners in difficult circumstances, including: geographic isolation; chronic illness; displacement due to armed conflict, urban resettlement or disasters; child abuse and child labor practices. *(PPST Indicator 3.4.3)*
- 2.3 Used effective strategies for providing timely, accurate and constructive feedback to encourage learners to reflect on and improve their own learning. *(PPST Indicator 5.3.3)*

**3. Curriculum and Planning (PPST Domain 4)**

- 3.1 Advised and guided colleagues in the selection, organization, development and use of appropriate teaching and learning resources, including ICT, to address specific learning goals. *(PPST Indicator 4.5.3)*
- 3.2 Modelled to colleagues the setting of achievable and challenging learning outcomes that are aligned with learning competencies to cultivate a culture of excellence for all learners. *(PPST Indicator 4.2.3)*

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**4. Community Linkages and Professional Engagement & Personal Growth and Professional Development (PPST Domain 4)**

- 4.1 Guided colleagues to strengthen relationships with parents/ guardians and the wider school community to maximize their involvement in the educative process. (PPST Indicator 6.2.3)
- 4.2 Contributed actively to professional networks within and between schools to improve knowledge and to enhance practice. (PPST Indicator 7.3.3)
- 4.3 Initiated professional reflections and promote learning opportunities with colleagues to improve practice. (PPST Indicator 7.4.3)

4. Below is a summary of the Duties and Responsibilities of a Master Teacher:

- ✓ Shall have regular teaching loads
  - ✓ Assist other teachers in the school or division towards improving their competencies
  - ✓ Take leadership in the preparation of instructional and other materials
  - ✓ Perform such other functions commensurate with their capabilities as the principal may assign
  - ✓ May be required as demonstration teachers or teacher-consultants in other schools in the division
5. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file (following the same order as enumerated below). Filename of which shall be MTCHR2\_Full Name (e.g. MTCHR2\_Juana D. Cruz). The PDF file must be sent to [recruitment.elsalvadorcity@deped.gov.ph](mailto:recruitment.elsalvadorcity@deped.gov.ph) on or before the deadline.
- a. Personal Data Sheet (w/ work experience sheet)
  - b. Copy of proof of eligibility (e.g. valid PRC License or Certificate of Good Standing) certified by Professional Regulation Commission (PRC)
  - c. Updated Service Record / Certificate of Employment
  - d. Performance Rating for the last 3 rating periods
  - e. Copy of Transcript of Records (TOR) certified by the university/school
  - f. Certificates of trainings relevant to the specialization
  - g. Other supporting documents as enumerated in Annex A
  - h. Omnibus certification of authenticity and veracity of all documents submitted

6. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) (Just click: Career

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Opportunities → Selection Line-Up), will undergo the interview and deliberation, tentatively scheduled on *February 10-11, 2022*.

7. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

<b>Role</b>	<b>Main</b>	<b>Alternate</b>
Chairperson	Dionesio L. Liwagon, Jr.	Ninian A. Alcasid
Members	Rolly B. Labis	Karen Rose A. Serrania
	Jeffrey M. Martinez	Stephanie P. Saligumba
	Anna Mae M. Atillo	Rosa Maria M. Rebusto
	Pureza B. Oco	Jovel C. Labis
Secretariat	Randy Rhys U. Capistrano	Felanie Marie A. Lim

8. This is the target schedule for this ranking:

<b>Schedule</b>	<b>Activity/Output</b>	<b>In-Charge</b>
January 04, 2022	HRMPSB Meeting	HRMPSB
January 05, 2022	Orientation of Applicants	Applicants and HRMPSB
December 28, 2021- January 20, 2022	Submission of Application	Applicants and HRMPSB Secretariat
January 21-25, 2022	Initial Evaluation and Selection Line-up	HRMO
February 10-11, 2022	HRMPSB Deliberation	Applicants and HRMPSB

9. This Office shall observe the Equal Employment Opportunity Principle (EEO) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

10. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**OLGA C. ALONSABE**

Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

HIRING      RECRUITMENT      SELECTION

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