



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

24 Mar 2022

DIVISION MEMORANDUM
No. 131, s. 2022

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

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

1. This Office announces the call for submission of Applications for Master Teacher I (Elementary) position until **April 20, 2022, 5:00 PM**. Interested applicants may request a copy of the duties and responsibilities of the position via email to recruitment.elsalvadorcity@deped.gov.ph.
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 positions. Division Memorandum 104, s. 2021 shall serve as supplemental reference for the qualification and documentary requirements.
3. The following qualification standards shall be considered:

CURRENT POSITION	EDUCATION	EXPERIENCE	ADDITIONAL REQUIREMENT
Permanent Teacher	Bachelor of Elementary Education (BEEd)	At least 3 years teaching experience	1. At least 25 points in leadership, potential and



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	or Bachelor's degree plus 18 professional units in Education, and 18 units for a Master's degree in Education or its equivalent	Performance Rating must be at least Very Satisfactory (3.500- 4.499)	accomplishments and 2. Has been a demonstration teacher
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Required Competencies

- a. *Basic Competencies:* Teaching Ability, Classroom Management and School Fit
- b. *Core Behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
- c. *Core Skills:* Oral Communication, Written Communication and Computer/ICT Skills
- d. *Technical Competencies:* applicant must have exhibited the following:
 1. Modelled effective applications of content knowledge within and across curriculum teaching areas
 2. Promoted effective strategies in the positive use of ICT to facilitate the teaching and learning process
 3. Developed and applied effective teaching strategies to promote critical and creative thinking, as well as other higher-order thinking skills
 4. Exhibited a learner-centered culture that promotes success by using effective teaching strategies that respond to their linguistic, cultural, socioeconomic and religious backgrounds
 5. 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
 6. Used effective strategies for providing timely, accurate and constructive feedback to encourage learners to reflect on and improve their own learning





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7. Advised and guided colleagues in the selection, organization, development and use of appropriate teaching and learning resources, including ICT, to address specific learning goals
8. 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
9. Guided colleagues to strengthen relationships with parents/ guardians and the wider school community to maximize their involvement in the educative process
10. Contributed actively to professional networks within and between schools to improve knowledge and to enhance practice
11. Initiated professional reflections and promote learning opportunities with colleagues to improve practice

1. 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

4. 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 2022-MTCHR1 (ELEM)_Full Name (e.g. 2022-MTCHR1 (ELEM)_Juana D. Cruz). **The PDF file must be sent to recruitment.elsalvadorcity@deped.gov.ph and the hard copy of the documents must be submitted to the Division Office (Attn: Personnel Unit) on or before the deadline.**

- a. Application Letter addressed to the Schools Division Superintendent;
- b. Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture;
- c. Certificate of Registration/ License or any proof of eligibility; Copy should be duly certified by the issuing office (e.g. PRC License certified by PRC);



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- d. Performance Rating for the last three (3) rating periods;
 - e. Updated copy of Service Record;
 - f. Transcript of Records (Copy should be duly certified by the issuing school/ university)
 - g. All available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007 (proof of Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship and for having been a Resource Speaker); and
 - h. Omnibus certification of authenticity and veracity of all documents submitted.
5. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: www.depedelsalvadorcity.net (Just click: Career Opportunities → Selection Line-Up), will undergo the interview and further evaluation.
6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
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
	Rhea C. Batutay	Lina C. Bejiga
Secretariat	Randy Rhys U. Capistrano	Felanie Marie A. Lim

7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
March 30, 2022 (2:00 PM- 4:00 PM)	Orientation of Applicants	Applicants and HRMPSB
March 28 - April 20, 2022	Submission of Application Documents	Applicants and HRMPSB Secretariat
April 22, 2022	Initial Evaluation	HRMPSB w/ secretariat
	Background Investigation	HRMPSB Secretariat
April 25, 2022	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
May 13, 2022	Interview and Final Deliberation	HRMPSB & Applicants





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May 18, 2022	Submission of Comparative Assessment Report w/ attachments	HRMPSB & Personnel Unit
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- 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.
- Immediate dissemination of this Memorandum to all concerned is enjoined.

OLGA C. ALONSABE PhD, CESO V
Schools Division Superintendent

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

HIRING RECRUITMENT SELECTION



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