



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

26 Sep 2022

DIVISION MEMORANDUM  
No. 420, s. 2022

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

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**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 **October 14, 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](mailto: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:

<b>CURRENT POSITION</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>ADDITIONAL REQUIREMENT</b>
Permanent Teacher	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education, and	At least 3 years teaching experience	1. At least 25 points in leadership, potential and accomplishments and 2. Has been a demonstration teacher
		Performance Rating must be at least Very Satisfactory (at least 3.500)	



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	18 units for a Master's degree in Education or its equivalent		
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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
  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



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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
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 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](mailto: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. Letter of intent addressed to the Schools Division Superintendent
  - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
  - c. Photocopy of Certificate of Eligibility/Report of Rating
  - d. Photocopy of valid and updated PRC License/ID, if applicable
  - e. Photocopy of scholastic/academic record, e.g., Transcript of Records (TOR), including graduate/post-graduate, if applicable
  - f. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable



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- g. Photocopy of Certificates of Training, if applicable
  - h. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable
  - i. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
  - j. Photocopy of Latest Appointment, if applicable
  - k. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled
  - l. Documents enumerated in Annex A
  - m. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment. Details for these will be discussed during the orientation of applicants.
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 Opportunities → Selection Line-Up), will undergo the interview and further evaluation.
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	Rhea C. Batutay
	Anna Mae M. Atillo	Rosa Maria M. Rebusto
	Lina C. Bejiga	Mariel B. Ubaub
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>
October 6, 2022, 1:30 PM	Orientation of Applicants	Applicants and HRMPSB
Until October 14, 2022	Submission of Application Documents	Applicants and HRMPSB Secretariat
Until October 20,	Initial Evaluation	HRMO





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2022		
Until November 04, 2022	Background Investigation	HRMPSB Secretariat
October 21, 2022	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
November 18 & 21, 2022	Interview and Final Deliberation	HRMPSB & Applicants
November 23, 2022	Submission of Comparative Assessment Report w/ attachments	HRMPSB & Personnel Unit

9. This Office shall observe the Equal Employment Opportunity Principle (EEOP) 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, PhD, CESO V**  
Schools Division Superintendent

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

HIRING      RECRUITMENT      SELECTION



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Enclosure No. 1 to Division Memorandum No. 420, s. 2022

**(ANNEX A)**

**PRESCRIBED SCORE SHEET FOR MASTER TEACHER POSITIONS**  
*CREDIT POINTS FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS*  
(per DepED Order No. 57, s. 1997)

CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Maximum
		Points
A.	Introduced any of the following which has been adopted or used by the school, district or division (20 points for either of the following)	Division-20
		School-10
A.a.	Curriculum or instructional materials	Concept Paper/proposal (must include title, rationale, objectives, timeframe, target participants, management, implementation plan) duly approved by the School Head or Division Office c/o SDS
		Copy of instructional materials prepared and introduced (must be aligned with the Concept Paper- output)
		Certification signed by School Head or Division Office c/o SDS, that such candidate prepared/introduced the instructional materials and utilized by the teachers
A.b.	Effective teaching techniques or strategies	Concept Paper/proposal (must include title, rationale, objectives, timeframe, target participants, management, implementation plan) duly approved by the School Head or Division Office c/o SDS
		Certificate of Recognition OR Certification signed by School head or Division Office c/o SDS, that such candidate introduced a teaching technique/strategy and was adopted by the teachers in the division
A.c.	Simplification of Work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction	Concept Paper/proposal (must include title, rationale, objectives, timeframe, target participants, management, implementation plan) duly approved by the School Head or Division Office c/o SDS
		Accomplishment Report for the innovation introduced
		Certification that simplification of work introduced by applicant is adopted in the School or Division, duly attested by School Head or SDS



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A.d.	A worthwhile Income Generating Project (IGP) for learners, given recognition by higher officials in the division (fund-raising from money contests are not considered)	Concept Paper/proposal (must include title, rationale, objectives, timeframe, target participants, management, implementation plan) duly approved by the School Head or Division Office c/o SDS
		Certification that applicant is a proponent of the IGP for at least one (1) School Year, duly attested by School Head or SDS
		Accomplishment Report
		Financial Statement (indicate detailed information where the proceeds were used) w/ corresponding Official Receipts or Acknowledgement Receipt
B. Served as either of the following		Chairperson - 12 Member - 7
B.a.	Subject/ Program Coordinator (for at least 1 year)	Designation as Subject or Program Coordinator, signed by School Head
		List of Teachers managed or List of Committee Members, attested by School Head
		Action plan, duly approved by School Head
		Report of accomplishment as subject coordinator, duly attested by School Head, with pictures
		Certificate of Recognition OR Certification by School Head that applicant has been a subject/ program coordinator (stating inclusive date of service), duly attested by School Head
B.b.	Grade Chairperson (for at least 1 year)	Designation as Grade Chairperson, signed by School Head
		List of teachers managed or List of Committee Members, attested by School Head
		Action plan, duly approved by School Head
		Report of accomplishment as grade/year level coordinator, duly attested by School Head, with pictures
		Certificate of Recognition OR Certification by School Head that applicant has been a secondary school grade/year level coordinator (stating inclusive date of service), duly attested by School Head
B.c.	Adviser of School Publication (for at least 1 year)	Designation as Adviser of School Publication, signed by School Head
		List of Advisees/ Members of the team for School Publication, attested by School Head
		Action plan, duly approved by School Head



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		Accomplishment Report as Adviser of School Publication, with sample copy of School Paper (wherein name of applicant is indicated as School Paper Adviser)
		Certificate of Recognition OR Certification that applicant is a school paper adviser signed by the School Head stating inclusive date of service
B.d.	Adviser of any special school organization (for at least 1 year); Religious Organizations are not credited	Designation as adviser of school organization, signed by School Head
		List of Members/Officers of the special organization, attested by School Head
		Action Plan, duly approved by School Head
		Accomplishment Report as adviser of a special organization in the school, with pictures
		Certification that applicant is an adviser of a special organization of the school, stating inclusive date of service, signed by School Head
C.	Served as Chairperson or member of either of the following committee	Chairperson - 12
		Member - 7
C.a.	Committee to Prepare Instructional Materials	Designation as Chairperson or member of the special committee, signed by School Head or SDS
		Action Plan, duly approved by School Head or SDS
		Accomplishment Report as Chairperson or Member of the Committee, with pictures
		Sample copy of Instructional Materials prepared (must be related to the certification issued)
		Certification as Chairperson or Member, stating inclusive date of service, signed by School Head or SDS
C.b.	Committee to prepare school class program;  <i>Note: Will not credit school programs like Nutrition Month celebration, Buwan ng Wika and the like</i>	Designation as Chairperson or member of the special committee, signed by School Head
		Action Plan, duly approved by School Head
		Certification as Chairperson or member, stating inclusive date of service, signed by School Head
		Accomplishment Report as Chairperson or member of the Committee, with pictures
		Sample copy of approved School program prepared, signed by School Head
D.		Chairperson - 12







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	Initiated or headed an Educational Research Activity duly approved by educational authorities, either for improvement of instruction, for common development or teacher welfare <i>*Note: Thesis from Graduate and Post-graduate studies shall not be considered.</i>	Member - 7
D.a.	Chairperson	Action Plan, duly approved by SDS
D.b.	Participated as Member	Copy of Research proposal duly approved by the Division Office
		Copy of the complete research work (findings and recommended intervention in the school/division) Certification that Research Activity conducted is helpful in the improvement of instruction, common development or teacher welfare in the School/ Division, attested by SDS
E.	Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity for at least 1 year <i>*Note: Community projects (excluding religious activities) are accomplished for the benefit of the community (purok, barangay or town). Projects/ activities which benefit the school shall NOT be credited; Service rendered for Elections shall not be credited. Head of Agency may refer to Brgy. Captain or City Mayor</i>	Chairperson - 12 Member - 7
E.a.	Chairperson	Designation or Letter from head of agency
E.b.	Participated as member	Report of Accomplishments attested by head of agency or organization, with pictures
		Certification as chairman or member of a community project, indicating inclusive years, signed by the head of agency or organization Attendance Sheet indicating the Names (w/ affixed signature) of Officials/ participants involved in the community project OR List of Officials/ participants involved in the community project, attested by Head of Agency or Organization Certificate of Recognition or Appreciation, attesting that the community benefit from the project, signed by Head of Agency or Organization
F.	Organized/ managed an in-service activity or other similar activities at least on the school level <i>*Note: Participants of training/ activity must be teachers</i>	Chairperson - 12 Member - 7





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F.a.	Organized/Managed an In-Service Activity Per MECS Order 4, s. 1987, teachers who have had specialized training as trainers and upon return from the training, initiated or managed inservice training sessions for other teachers even on school level only may be given corresponding credits.	Certificate of attendance to a seminar or training prior to the school/division seminar conducted by DepED only (if not conducted by DepED, submit authority to attend)	
		Designation as Chairperson, signed by School Head or SDS	
		Action Plan, duly approved by School Head or SDS	
		Certificate of Recognition or Certification for organizing/ managing an in-service training, attested by School Head or SDS	
		Accomplishment Report, with pictures	
		Attendance of Participants	
F.b.	Self-Initiated Training	Request to conduct training, approved by School Head or SDS	
		Action Plan, duly approved by School Head or SDS	
		Training Design approved by the School Head or SDS	
		Certification for organizing a self-initiated training, attested by the School Head or SDS	
		Accomplishment Report, with pictures	
		Attendance of Participants	
G.	Credited with meritorious achievements in either of the following (present only the set of documents which may merit the highest score)		10
G.a	Trainer or coach to contestants who received prizes, commendations or any form of recognition		
	G.a.1. National Winner	Designation as coach/ trainer	10
	G.a.2. Regional Winner	Copy of awards or proof of awards received by contestant (e.g. Regional Memorandum)	5
	G.a.3. Division Winner	OR Certification as trainer with name of contestant, level of contest, date, venue and prize received, whether 1st, 2nd or 3rd signed by Division authority/ies concerned (e.g. for Journalism c/o English and/or Filipino Supervisor)	3







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G.b. Coach of a sports event who won prizes as follows		
G.b.1. National Level	Designation as coach/ trainer	10
G.b.2. Regional Level	Copy of awards or proof of awards received by contestant (e.g. Regional Memorandum)	5
G.b.3. Provincial/ Division Level	OR	3
G.b.4. School/ District Level	Certification as coach/trainer with name of contestant, level of contest, date, venue and prize received, whether 1st, 2nd or 3rd signed by signed by proper official/s (District/ Division/ Region/ National)	1
<b>G.c. Coordinator of Boy or Girl Scout activities</b> <i>Note: Certificates of appreciation or recognition for service of short duration such as those received for services rendered in special events/ in service training program are NOT credited. All awards in scouting are NOT credited but may serve as documents to support accomplishments as School/Division Boy/Girl Scout Coordinator.</i>		
G.c.1. National Level	Designation as Coordinator of a Boy/ Girl Scout activity, signed by School Head	10
G.c.2. Regional Level	Copy of Matrix of activities duly signed by proper authorities	5
G.c.3. Provincial/ Council-Wide/ Division Level	Report of Accomplishment, with pictures	3
G.c.4. District / School Level		1
<b>H. Authorship</b>		10
<i>*Thesis or Dissertation shall not be credited.</i>		
H.a. Sole authorship of a book	Copy of book/magazine/ newspaper where the article appeared	10
H.b. Co-authorship of a book		5
H.c. Article on education (1 per article, maximum of 4 articles only)		1
<b>TOTAL SCORE FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS</b>		





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Demonstration Teacher (MT-I: at least School Level; MT-II: at least Division Level)

*To add in case Total Score did not meet the minimum points required (as per QS) from LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS*

3 or more	Certificate of Recognition OR Certificate as demonstration teacher stating the date and corroborated by at least 5 teachers	10
2 demonstration lessons	Copy of the lesson plan duly attested	7
1 demonstration lesson	Copy of Program of Activities when the demonstration teaching was conducted, duly attested	4



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Enclosure No. 2 to Division Memorandum No. 420, s. 2022

Annex C

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
Position Applied For: \_\_\_\_\_  
Course: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Religion: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_  
Person with Disability: Yes ( ) No ( )  
Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission <small>(To be filled out by the applicant. Check if submitted)</small>	Verification <small>(To be filled out by the HRMO)</small>	
		Status of Submission <small>(Check if completed)</small>	Remarks
(a) Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
(b) Duly accomplished Personal Data Sheet (PDS) (ES Form No. 212, Revised 2012)			
(c. 1) Photocopy of Certificate of Eligibility/Report of Rating			
(c. 2) Photocopy of valid and updated PRC License/ID, if applicable			
(d) Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable			
(e) Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable			
(f) Photocopy of Certificates of Training, if applicable			
(g) Photocopy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to the assessment, if applicable			
(h) Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act (Annex C)			
(i) Checklist of Requirements (Annex C)			
Other documents as may be required:			
(j. 1) Photocopy of Latest Appointment, if applicable			
(j. 2) Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled			
(j. 3) Means of Verification (MOV) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
(j. 4) Others (please specify): _____ _____ _____			

**OMNIBUS CERTIFICATION AND WAIVER**

This is to certify that all information above are true and correct, and that the documents submitted are authentic. This is also to authorize the Department of Education - (insert name of Office/Region/Schools Division) to use my personal information for purposes of recruitment, selection, and hiring.

\_\_\_\_\_  
Name and Signature of Applicant

Attested:  
  
\_\_\_\_\_  
Name and Signature of HRMO



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