

## Department of Education

## REGION X – NORTHERN MINDANAO SCHOOLS DIVISION OF EL SALVADOR CITY

27 Sep 2022

DIVISION MEMORANDUM No. 422, s. 2022

#### ANNOUNCEMENT OF CAREER OPPORTUNITY: MASTER TEACHER I (SENIOR HIGH SCHOOL)

To: Asst. Schools Division Superintendent
Chief CID, SGOD
Education Program Supervisors
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 position in Senior High School until October 14, 2022, 5:00 PM.
- 2. This ranking shall abide with the following guidelines:

Item	Reference		
Qualification Standards	DepEd Order No. 3, s. 2016 and		
	DepEd Order No. 51, s. 2017		
Evaluation Criteria and	DepEd Order No. 3, s. 2016		
Computation of Points			
Procedures DepEd Order No. 66, s. 2007			

3. The following qualification standards shall be considered:

#### **Prescribed Qualifications**

- a. Education: Master's degree in relevant strand/subject
- b. Training: 8 hours of training relevant to the subject area of specialization
- c. Experience: 4 years of relevant teaching/industry work experience
- d. *Eligibility*: For permanent appointment: RA1080 (Teacher); if not RA1080 eligible, they must pass the LET within 5 years after the date of first hiring. For contractual position/ part-time only: none required

#### 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;

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Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475

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SCHOOLS DIVISION OF EL SALVADOR CITY

**Additional Competency required:** must be at least *Proficient* in Philippine Professional Standards for Teachers (PPST) Strand 1.2: *research-based knowledge and principles of teaching and learning*, details to wit:

Proficient	Use research-based knowledge and principles of teaching and		
Teacher	learning to enhance professional practice.		
Highly Proficient	Collaborate with colleagues in the conduct and application of		
Teacher	research to enrich knowledge of content and pedagogy.		
Distinguished	Lead colleagues in the advancement of the art and science of		
Teacher	teaching based on their comprehensive knowledge of research		
	and pedagogy.		

- 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-SHS-ACAD/TVL-MTCHR1\_Full Name (e.g. SHS- TVL-MTCHR1\_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. 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) with Certification of General Weighted Average (GWA), including graduate/post-graduate, if applicable
  - f. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable
  - 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

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- 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
- 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 (Just click: Career Opportunities → Selection Line-Up), will further undergo the selection process.
- 7. 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	Jun Mark Rey O. Nob
	Anna Mae M. Atillo	Rosa Maria M. Rebusto
	Marie Jade A. Cacayan	Anabelle M. Mamaclay
	Rebecca B. Namoc	Raphy B. Buma-at
Secretariat	Randy Rhys U. Capistrano	Felanie Marie A. Lim

8. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
October 6, 2022, 3:30 PM	Orientation of Applicants	Applicants and HRMPSB
Until October 14, 2022	Submission of Application Documents	Applicants and HRMPSB Secretariat
Until October 20, 2022	Initial Evaluation	HRMO
Until November 04, 2022	Background Investigation	HRMPSB Secretariat
October 21, 2022	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
November 24 & 25, 2022	Interview and Final Deliberation	HRMPSB & Applicants

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Until October 20, 2022	Initial Evaluation	HRMO
Until November 04, 2022	Background Investigation	HRMPSB Secretariat
October 21, 2022	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
November 24 & 25, 2022	Interview and Final Deliberation	HRMPSB & Applicants
November 28, 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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# Department of Education region x - northern mindanao schools division of el salvador city

to Division Memorandum No. 422, s. 2022

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