



Republic of the Philippines
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 Computation of Points | DepEd Order No. 3, s. 2016 |
| 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
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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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 Teacher | Use research-based knowledge and principles of teaching and learning to enhance professional practice. |
| Highly Proficient Teacher | Collaborate with colleagues in the conduct and application of research to enrich knowledge of content and pedagogy. |
| Distinguished Teacher | Lead colleagues in the advancement of the art and science of 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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- 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. 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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Enclosure No. 1 to Division Memorandum No. 422, 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 (To be filled out by the applicant, check if submitted) | Verification (To be filled out by the HRMO) | |
|--|---|--|---------|
| | | Status of Submission (Check if complete) | 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) (CS Form No. 212, Revised 2017) | | | |
| (c) 1) Photocopy of Certificate of Eligibility/Report of Rating 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 2) Photocopy of performance rating obtained from the relevant work experience, if performance rating in Item No. 5 is not relevant to the position to be filled | | | |
| (k) 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 | | | |
| (l) 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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