



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

18 Nov 2022

DIVISION MEMORANDUM
No. 528, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
MASTER TEACHER I (JUNIOR HIGH SCHOOL)**

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 position for Junior High School, preferably with specialization in Music, Arts, Physical Education and Health (MAPEH), until **December 13, 2022, 5:00 PM**. 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

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 during initial evaluation:

CURRENT POSITION	EDUCATION	EXPERIENCE	ADDITIONAL REQUIREMENT
Permanent Teacher	Bachelor in Secondary Education	At least 3 years teaching experience	Has been a demonstration



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	(BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major and 18 units for a Master in Education or its equivalent	Performance Rating must be at least Very Satisfactory (at least 3.500)	teacher and earned at least 25 points in leadership, potential and accomplishments
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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. 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 (JHS)_Full Name (e.g. 2022-MTCHR1 (JHS)_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. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
- b. Letter of intent addressed to the Schools Division Superintendent
- c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
- d. Photocopy of Certificate of Eligibility/Report of Rating
- e. Photocopy of valid and updated PRC License/ID, if applicable
- f. Photocopy of scholastic/academic record, e.g., Transcript of Records (TOR), including graduate/post-graduate, if applicable
- g. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable
- h. Photocopy of Certificates of Training, if applicable
- i. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable
- 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



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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
	Ninian A. Alcasid	Any Supervisor from CID, as may be assigned
	Jeffrey M. Martinez	Stephanie P. Saligumba
	Anna Mae M. Atillo	Felanie Marie A. Lim
	Margie R. Valmoria	Any Supervisor from CID, as may be assigned
Secretariat	Randy Rhys U. Capistrano	Ricca Stephanie E. Oco

7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
November 24, 2022, 2:30 PM	Orientation of Applicants	Applicants and HRMPSB
Until December 13, 2022	Submission of Application Documents	Applicants and HRMPSB Secretariat
December 22, 2022	Initial Evaluation	HRMO
December 23, 2022	Posting of Selection Line-Up	HRMO, HRMPSB Chairperson and SDS
December 27-29, 2022	Background Investigation	HRMPSB Secretariat
January 10, 2023	Interview and Final Deliberation	HRMPSB & Applicants
January 11, 2023	Submission of Comparative Assessment Report w/ attachments	HRMPSB & Personnel Unit

8. 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.





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9. 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. J28, s. 2022

CHECKLIST OF REQUIREMENTS

ANNEX C

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

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO)</i>	
		Status of Submission <i>(Check if complied)</i>	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) with Work Experience Sheet			
(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 (MOVs)/Other documents specified in Annex A			

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 - Division of El Salvador City to use my personal information for purposes of recruitment, selection, and hiring.

Name and Signature of Applicant

Attested by:

ANNA MAE M. ATILLO
Human Resource Management Officer II



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

Name of Applicant: _____
 School/ Station: _____
 No. of years in service: _____
 Position Applied for: _____

Present Position: _____
 Date of Last Appointment: _____

Points Maximum	CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Points Earned	Remarks
	Introduced any of the following which has been adopted or used by the school, district or division A. <i>Note: Commissioned projects or outputs initiated by the Division Office (DO), Regional Office (RO) or Central Office (CO) will not be credited. Only projects initiated by the applicant shall be given corresponding points</i>			
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 <i>To earn points for School Level:</i> Attestation from at least 5 co-teachers, that the Curriculum or instructional materials were used and utilized <i>To earn points for Division Level:</i> Must have attestation from at least 50% of the school heads per appropriate level (for JHS at least 4 schools, for SHS at least 2 schools) used the said Curriculum or instructional materials)		
Division-20 School-10	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 <i>To earn points for School Level:</i> Attestation from at least 5 co-teachers, that the teaching technique or strategy were adopted and implemented <i>To earn points for Division Level:</i> Must have attestation from at least 50% of the school heads per appropriate level (for JHS at least 4 schools, for SHS at least 2 schools) have adopted the said teaching technique or strategy		
Division-20 School-10	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 <i>To earn points for School Level:</i> Attestation from at least 5 co-teachers that simplification of work introduced by applicant were adopted <i>To earn points for Division Level:</i> Must have attestation from at least 50% of the school heads per appropriate level (for JHS at least 4 schools, for SHS at least 2 schools) have adopted the said simplification of work introduced		
	A worthwhile Income Generating Project (IGP) for learners, given	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		

Points Maximum	CRITERIA		DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)		Points Earned	Remarks
Division-20 School-10	A.d.	recognition by higher officials in the division (fund-raising from money contests are not considered)	Financial Statement (indicate detailed information where the proceeds were used) w/ corresponding Official Receipts or Acknowledgement Receipt			
			To earn points for School Level: Attestation from atleast 5 co-teachers that the applicant has indeed conducted the IGP			
			To earn points for Division Level: Must have attestation from at least 50% of the school heads per appropriate level (for JHS at least 4 schools, for SHS at least 2 schools) have adopted the said IGP			
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			
Chairperson - 12 Member - 7	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			
Chairperson - 12 Member - 7	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			
			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			
Chairperson - 12 Member - 7	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			

Points Maximum	CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Points Earned	Remarks
Chairperson - 12 Member - 7	C.b. Committee to prepare school 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. 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>			
Chairperson/ Lead Proponent - 12 Member - 7		Action Plan, duly approved by SDS		
		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		
		OR		
		Certification from Division Research Coordinator that applicant has conducted and completed an education research activity for the improvement of instruction, common development or teacher welfare and noted whether the applicant is the lead proponent of the research activity or not		
	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.</i> <i>Head of Agency may refer to Brgy. Captain or City Mayor</i>			
Chairperson - 12 Member - 7		Designation or Letter from head of agency		
		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	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		
Chairperson - 12 Member - 7	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		

Points Maximum	CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Points Earned	Remarks
G. Credited with meritorious achievements in either of the following (present only the set of documents which may merit the highest score)				
G.a Trainor of or coach to contestants who received prizes, commendations or any form of recognition				
10	G.a.1. National Winner	<ul style="list-style-type: none"> • Designation as coach/ trainer • Copy of awards or proof of awards received by contestant (e.g. Regional Memorandum) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • 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) 		
5	G.a.2. Regional Winner			
3	G.a.3. Division Winner			
G.b. Coach of a sports event who won prizes as follows				
10	G.b.1. National Level	<ul style="list-style-type: none"> • Designation as coach/ trainer • Copy of awards or proof of awards received by contestant (e.g. Regional Memorandum) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Certification as coach/trainer with name of contestant, level of contest, date, venue and prize received, whether 1st, 2nd or 3rd signed by proper official/s (District/ Division/ Region/ National) 		
5	G.b.2. Regional Level			
3	G.b.3. Provincial/ Division Level			
1	G.b.4. School/ District Level			
G.c. Coordinator of Boy or Girl Scout activities <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>				
10	G.c.1. National Level	<ul style="list-style-type: none"> • Designation as Coordinator of a Boy/ Girl Scout activity, signed by School Head • Copy of Matrix of activities duly signed by proper authorities • Report of Accomplishment, with pictures 		
5	G.c.2. Regional Level			
3	G.c.3. Provincial/ Council-Wide/ Division Level			
1	G.c.4. District / School Level			
10	H. Authorship <i>*Thesis or Dissertation shall not be credited.</i>			
10	H.a. Sole authorship of a book	<ul style="list-style-type: none"> • Copy of book/magazine/ newspaper where the article appeared 		
5	H.b. Co-authorship of a book			
1	H.c. Article on education (1 per article, maximum of 4 articles only)			
TOTAL SCORE FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS				

**Note: HRMPSB may require additional documents, as applicable, based on the existing guidelines of the Department and/or processes observed by the Division.*

Master Teacher I Must earn at least **25 points** to be included in the Line-up
Master Teacher II Must earn at least **30 points** to be included in the Line-up
Master Teacher III Must earn at least **45 points** to be included in the Line-up