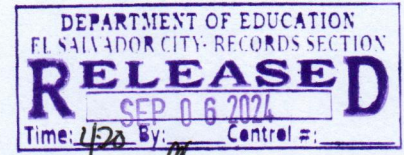




Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**



06 Sep 2024

DIVISION MEMORANDUM  
 No. 344, s. 2024

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

To: **Asst. Schools Division Superintendent**  
**Chief Education Supervisors, CID and SGOD**  
**Education Program Supervisors**  
**Section Heads**  
**Human Resource Merit Promotion and Selection Board**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
 This Division

1. This Office announces the call for the submission of Applications for Master Teacher I (Junior High School) position, until **September 20, 2024, 5:00 PM**. Below is a summary of the duties and responsibilities of a Master Teacher:
  - a. Shall have regular teaching loads;
  - b. Assist other teachers in the school or division towards improving their competencies;
  - c. Take leadership in the preparation of instructional and other materials;
  - d. Perform such other functions commensurate with their capabilities as the principal may assign;
  - e. May be required as demonstration teachers or teacher-consultants in other schools in the division

| Position         | Item No.                      | Station Assignment |
|------------------|-------------------------------|--------------------|
| Master Teacher I | OSEC-DECSB-MTCHR1-660068-2019 | Secondary Schools  |

2. In compliance with unnumbered memorandum by Undersecretary Rizalino D. Rivera dated, 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 No. 104, s. 2021 shall serve as supplemental reference for the qualification and documentary requirements.





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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 Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent | 3 years relevant experience<br><br>Performance Rating must be at least Very Satisfactory (at least 3.500) | At least 25 points in leadership and accomplishments to be included in the Selection Line-Up<br><br>Must have the attachments and MOVs for Item D – Educational Research Activity in the attached checklist (within the last 5 years)<br><br>Must have been a demonstration teacher, regardless if at the school or division level within the last 5 years (Attachments for this requirement is stated/quoted from DM 104, s. 2021) |

**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:
  - ✓ Modeled effective applications of content knowledge within and across curriculum teaching areas;
  - ✓ Evaluated with colleagues the effectiveness of teaching strategies that promote learner achievement in literacy and numeracy;
  - ✓ Developed and applied effective teaching strategies to promote critical and creative thinking, as well as other higher-order thinking skills;
  - ✓ Modeled and supported colleagues in the proficient use of Mother Tongue, Filipino and English to improve teaching and learning, as well as to develop the learners' pride of their language, heritage and culture;
  - ✓ Exhibited effective strategies that ensure safe and secure learning environments to enhance learning through the consistent implementation of policies, guidelines and procedures;
  - ✓ Exhibit effective practices to foster learning environments that promote fairness, respect and care to encourage learning;





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- ✓ Exhibited a learner-centered culture that promotes success by using effective teaching strategies that respond to their linguistic, cultural, socio-economic and religious backgrounds;
- ✓ Developed and applied teaching strategies to address effectively the needs of learners from indigenous group;
- ✓ Modeled 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;
- ✓ Used effective strategies for providing timely, accurate and constructive feedback to encourage learners to reflect on and improve their own learning;
- ✓ Worked collaboratively with colleagues to analyze and utilize assessment data to modify practices and programs to further support learner progress and achievement;
- ✓ Guided colleagues to strengthen relationships with parents/guardians and the wider school community to maximize their involvement in the educative process;
- ✓ Contributed actively to professional networks within and between schools to improve knowledge and to enhance practice;
- ✓ Initiated professional reflections and promote learning opportunities with colleagues to improve practice;
- ✓ Performed various related works /activities that contribute to the teaching-learning process;

4. The field is also informed of the following additional requirements/support documents need to successfully earn points during the deliberation (References: Division Memorandum No. 104, s. 2021 and Division Memorandum No. 422, s. 2023):

| Criteria               | Remarks  |
|------------------------|--|
| Demonstration Teaching | Must be acquired after the last promotion but within the last five (5) years regardless if at the school or division level<br><br>MOVs:<br><ol style="list-style-type: none"><li>1. Certificate of Recognition OR Certificate as Demonstration Teacher stating the date and corroborated by at least 5 teachers;</li><li>2. Copy of the lesson plan duly attested;</li><li>3. Copy of Program of Activities when the demonstration teaching was conducted, duly attested</li></ol> |





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| Criteria  | Remarks   |
|---|---|
| All Documentary requirement from Item A-H of the checklist attached   | All documents submitted <b>MUST</b> be earned/done after the last promotion of the application; Hence, if a teacher is promoted last August 2019, the HRMPSB shall credit only the documents thereafter   |
| Item A  | <i>It must be initiated by the employee.</i> Commissioned projects or outputs initiated by the Division Office (DO), Regional Office (RO) or Central Office (CO) <b>will not be credited.</b> Only projects initiated by the applicant shall be given corresponding points.   |
| A.a. Curriculum or instructional materials  | <i>Note:</i> DAT/RAT-related data or DAT/RAT division and region-initiated materials shall not be credited as support documents   |
| A.b. Effective teaching techniques or strategies  | <i>Additional Document:</i> Proof of increase in academic performance/ Comparative data on the change in academic performance of students when the strategy/technique was implemented   |
| A.c. Simplification of Work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction   | <i>Additional Document:</i> Comparative data/ Proof of improvement on the Simplification of Work  |
| 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) | <i>Note:</i> Certification that applicant is a proponent of the IGP for at least two (2) School Years, duly attested by School Head or SDS<br><br>Reiteration of Item 4 of DM 130, s. 2019 (attached to this document) relative to Income Generating Projects (IGPs); only those which were approved by the Division Office shall be given credit by the HRMPSB   |
| Item D – Educational Research Activity  | No attachment for this criterion shall mean disqualification<br><br>Must be acquired after the last promotion but within the last five (5) years<br><br>In lieu of the action plan and approved research proposal, applicants may attach <b>certification</b> from Ms. Karen Rose A. Serrania, Division Research Coordinator, <b>that applicant has conducted and completed an educational research activity</b> for the improvement of instruction, common |





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|        |  |
|--------|--|
|        | development or teacher welfare; it shall be indicated in the certification if the applicant is the lead proponent or not   |
| Item H | a. Research journals publish online will only be credited if published in websites with domain of either .edu or .org<br>b. Research article compiled into a book/journal will not be credited unless the book/journal has an assigned ISSN (International Standard Serial Number)<br>c. Research credited in the Authorship will only be credited as an article and not as a book; Published research article shall be granted 1 point only |

5. All interested applicants shall submit the required documents in **HARD COPY** to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent Copies shall be submitted in a **legal-sized folder** indicating the prescribed filename in the built-in tab, which shall be 2024-JHS-MT1B\_Full Name (e.g. 2024-JHS-MT1B\_Juana D. Cruz). **Order of documents shall be as follows:**
- Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom;
  - Letter of intent addressed to the Schools Division Superintendent;  
**RANDOLPH B. TORTOLA**  
**Schools Division Superintendent**
  - Duly accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
  - Photocopy of Certificate of Eligibility/Report of Rating
  - Photocopy of valid and updated PRC License/ID, if applicable
  - Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
  - Certificate of Employment, Contract of Service, or Duly signed Service Record;
  - Photocopy of Certificates of Training, if applicable
  - Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable
  - Photocopy of Latest Appointment, if applicable
  - Documents enumerated in Annex A





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6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following personnel:

| <b>Role</b> | <b>Main</b>                          |
|-------------|--------------------------------------|
| Chairperson | Conniebel C. Nistal, ASDS            |
| Members     | Rolly B. Labis, Chief – SGOD         |
|             | Jeffrey M. Martinez, Admin Officer V |
|             | Felanie Marie A. Lim, HRMO II        |
|             | Marivic S. Torres, Principal I       |
| Secretariat | Randy Rhys U. Capistrano, ADAS III   |

7. This is the target schedule for this ranking:

| <b>Schedule</b>                | <b>Activity/Output</b>   | <b>In-Charge</b>                     |
|--------------------------------|--|--------------------------------------|
| September 20, 2024,<br>5:00 PM | Submission of<br>Application Documents                           | Applicants and<br>HRMPSB Secretariat |
| September 25, 2024             | Initial Evaluation   | IER Committee                        |
| September 27, 2024             | Posting of Selection Line-<br>Up                                 | HRMO & HRMPSB<br>Secretariat         |
| TBA                            | Interview and Final<br>Deliberation                              | HRMPSB & Applicants                  |
| TBA                            | Submission of<br>Comparative Assessment<br>Report w/ attachments | HRMPSB                               |

8. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.
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.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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

HIRING

RECRUITMENT

SELECTION



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 882 6326  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

**Transforming Schools,  
Forging Partners**



**CHECKLIST OF REQUIREMENTS**

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

| Basic Documentary Requirement   | Status of Submission<br><i>(To be filled-out by the applicant; Check if submitted)</i> | Verification<br><i>(To be filled-out by the HRMO/HR Office/sub-committee)</i> |         |
|---|--|---|---------|
|   |  | Status of Submission<br><i>(Check if complied)</i>                            | Remarks |
| a. Letter of intent addressed to the Head of Office or highest human resource officer   |  |   |         |
| b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable   |  |   |         |
| c. Photocopy of valid and updated PRC License/ID, if applicable   |  |   |         |
| d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable  |  |   |         |
| e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available   |  |   |         |
| f. Photocopy of Certificate/s of Training, if applicable  |  |   |         |
| g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable  |  |   |         |
| h. Photocopy of latest appointment, if applicable   |  |   |         |
| i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable   |  |   |         |
| j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form   |  |   |         |
| k. Other documents as may be required for comparative assessment, such as but not limited to:<br>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 |  |   |         |
| Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled  |  |   |         |

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.