



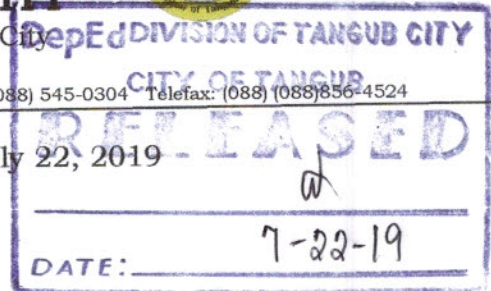
Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
Anecito Siete St., Mantic, Tangub City



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July 22, 2019

DIVISION MEMORANDUM
No. 169, s. 2019



**CONDUCT OF SELECTION FOR MASTER TEACHER I (English / Filipino)
JUNIOR HIGH SCHOOL POSITION**

To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Personnel Selection Committee
Elementary and Secondary School Heads
This Division

1. This Office announces the Conduct of Selection to the Qualified Applicants for Master Teacher I (JHS SG 18) Position.
2. Per DepEd Order 66 s.2007 and MEC Order No.10, s.1979, applicants must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Master Teacher I English/Filipino (JHS)	Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	3 years of relevant experience	4 hours of relevant training	RA 1080

3. Applicants shall submit documents to the receiving section of the Office addressed to the schools Division Superintendent on or before August 6, 2019 as follows:

- a. Letter of Intent
- b. CSC Form 212 (Revised 2017) with 2x2 ID picture;
- c. Certified photocopy of last approved appointment;
- d. Updated Service Record;
- e. Certified photocopy of Performance Rating for the last three years;
- f. Transcript of Records;
- g. Certified photocopy of Certificates of relevant Trainings/ Seminars Scholarships, etc.
- i. Copy of the class/Master Program indicating the no. of teaching load (current year) only for Teacher applicant.
- g. Omnibus certification of the completeness, authenticity and veracity of all

the documents submitted, shall be signed by the applicant. The documents must be arranged according to what are enumerated in paragraph 3 of this Memorandum. There must be a table of contents at the top of these documents and each sheet must bear a page number.

- The documents shall be fastened at the top right portion inside the folder while the tabbing, according to the table of contents (a-g) shall be at the bottom of the documents.
- Deliberation sheet shall be stapled at the inside left portion of the folder
- The applicants shall prepare two sets of pertinent documents following the above preparation.
- Applicants must bring the original copies of the documents they have submitted for the interview / deliberation at the office of the Assistant Schools Division Superintendent on a schedule which will be announced later.
- Only the qualified applicants who can attend the interview/deliberation shall be included in the rank list.

4. The Personnel Selection Board (PSB) is composed of the following:

Chairperson:

Rosemarie T. Macesar - Asst. Schools Division Superintendent

Members:

Myrna T. Regidor	- Chief School Governance and Operations Division (SGOD)
Carmelita A. Jubay	- Chief Curriculum Implementation Division (CID)
Margissa T. Amen	- Administrative Officer V
Lorna C. Penonal	- Education Program Supervisor, TACIDETERA President
Myrna T. Barbon	- Principal II, DAPSSHI President
Delma R. Denapo	- Administrative Officer IV

Secretariat:

Carelyn L. Villegas	- Administrative Assistant III
Eleanor M. Arabejo	- Administrative Assistant III

5. Immediate dissemination of this Memorandum to all concerned is enjoined.

JEAN G. VELOSO

Assistant Schools Division Superintendent
Officer -In- Charge, Office of the Schools Division Superintendent

JGV/ drd

Incl: As stated

Reference: As stated

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

RECRUITMENT

SELECTION

APPLICANT

POLICY

Relevant, inclusive and liberating basic education builds a strong nation.