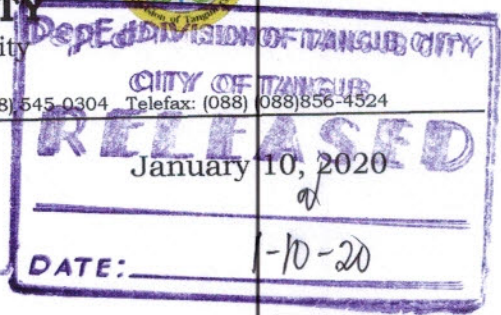




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
Anecito Siete St., Mantic, Tangub City



E-mail: tangub.city@deped.gov.ph Website: www.depedtangub.net Telephone: (088) 545-0304 Telefax: (088) 088)856-4324



DIVISION MEMORANDUM
No. 13, s. 2020

CONDUCT OF SELECTION FOR JUNIOR HIGH SCHOOL MASTER I AND ADMINISTRATIVE OFFICER II (HRMO-I) POSITIONS

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 of Qualified Applicants for Master Teacher I (SG 18) for Sta. Maria National High School and Administrative Officer II (SG 11) HRMO-I positions.
2. Per DepEd Order No. 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 (Junior High School) English	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	LET/PBET
Administrative Officer II (Human Resource Management Officer I)	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility)

3. Applicants shall submit documents to the Receiving Section of this Office addressed to the Schools Division Superintendent on or before January 24, 2020 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 number of teaching load (current year) for teacher applicants; and
 - g. Omnibus certification of the completeness, authenticity and veracity of the documents submitted and signed by the applicants.
4. The documents shall be arranged accordingly to what are enumerated in Paragraph 3 which includes table of contents;
- Each sheet must bear a page number;
 - 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;
 - The original copies of the documents shall be brought and 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.

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

Chairperson:

Rosemarie T. Macesar - Assistant Schools Division Superintendent (ASDS)


Members:

Myrna T. Regidor - Chief, School Governance and Operations Division (SGOD)
 Carmelita A. Jubay - Chief, Curriculum Implementation Division (CID)
 Lorna C. Penonal - Education Program Supervisor, TACIDETERA President
 Myrna T. Barbon - Secondary Principal II /DAPSSHI President
 Sheldon F. Honculada - Principal 1, PESPA President
 Delma R. Denapo - Administrative Officer IV

Secretariat:

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

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

 **AGUSTINES E. CEPE, CESO V**
 Schools Division Superintendent

AEC/ 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.



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



E-mail: tangub.city@deped.gov.ph Website: www.depedtangub.net Telephone: (088) 545-0304 Telefax: (088) (088)856-4524

CRITERIA FOR MASTER TEACHER POSITION
CREDIT POINTS FOR LEADERSHIP POTENTIAL AND ACCOMPLISHMENT
(References: MEC Order No. 10, s. 1979 & DECS Order No. 57, s. 1997)

Name: _____ Present Position: _____
 District/School: _____ Address: _____

- Educational Qualification: _____
- I. Performance Rating:
 SY 2016-2017 _____ SY: 2017-2018 _____ SY: 2018-2019 _____ = _____
- II. Demonstration Teaching: _____
- III. LEADERSHIP, POTENTIAL AND ACCOMPLISHMENT: (100 points)
- A. *Curriculum or instructional materials 20 pts = _____
 * Effective teaching technique or strategies
 * Simplification of work as in reporting system, record keeping etc., or procedures that resulted in cost production
 * A worthwhile income generating project for pupils given recognition by higher officials in the division
- B. * Served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc. and discharged such assignments or service are in addition to and not considered part of the regular teaching load. 12 pts = _____
- C. *Served as chairman of a special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program and discharged the work efficiently. 12 pts = _____
- D. * Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, for community development or teacher welfare. 12 pts = _____
 For participation as member of such activity. 7 pts = _____
- E. * Coordinator of community project or activity program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. for at least two years. 12 pts = _____
 For participation as member of such activity 7 pts = _____
- F. * Organized/managed an in-service activity or other similar activities at least on school level. 12 pts = _____
- G. * Credited with meritorious achievements such as : 10 pts = _____
 a. Trainor of or coach to contestants who receive prizes, commendations or any form of recognition.
 National Winner 10 pts = _____
 Regional Winner 5 pts = _____
 Division Winner 3 pts = _____
 School Winner 1 pt = _____

b. Athletic coach of Athletes or Teams who won prizes as follows:

National Level	10 pts= _____
Regional Winner	5 pts= _____
Provincial Winner	3 pts= _____
District Level	1 pt = _____

c. Coordinator Boy Scout or Girl Scout Activities

National Level	10 pts= _____
Regional Winner	5 pts= _____
Provincial Winner	3 pts= _____
District Level	1 pt = _____

H. Authorship

10 points for a book and 1 point for each article provided they are on education.

Sole Authorship	10 pts= _____
Co-Authorship	5 pts= _____
Article	1 pt = _____

Total Points Earned = _____

Note: Minimum points for MT 1 is 25 points for leadership, potential and accomplishment or Demonstration teacher District level plus 15 points for leadership, potential and accomplishment. For MT 2 is 30 points in leadership, potential and accomplishment or demonstration teacher on the division level plus 20 points in leadership, potential and accomplishment.

I have participated in the deliberation of my documents. I also recomputed my rating and found it complete and accurate.

Signature of Applicant

This is to certify that the members of the PSB have deliberated the ratings for the documents submitted, and have conducted the evaluation, interview and other needed assessment.

MYRNA T. REGIDOR
Member/Chief SGOD

CARMELITA A. JUBAY
Member/ Chief CID

LORNA C. PEÑONAL
Member/EPS 1, TACIDITERA President

MARGISSA T. AMEN, LL.B.
Member/ AO-V

SHIELDON F. HONCULADA
Member/Principal I, PESPA President

DELMA R. DENAPO
Member/ AO- IV

CARELYN L. VILLEGAS
AO-II/ Secretariat

ELEANOR A. BELLINGAN
ADAIII/ Secretariat

ROSEMARIE T. MACESAR
OIC- Assistant Schools Division Superintendent
PSB Chairman



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY



Anecito Siete St., Mantic, Tangub City

e-mail: tangub.city@deped.gov.ph / website: www.depedtangub.net
Telephone: (088) 545-0304 Telefax: (088) 395 3372

D.O. No. 66,s.2007 (Level 1 Non-Teaching)

Name: _____ **School:** _____ **Position Applied** _____

- I. Performance Rating (35 pts.)
- | | | | |
|-----------------|-----------------|-----------------|-------|
| 2016-2017 _____ | 2017-2018 _____ | 2018-2019 _____ | _____ |
|-----------------|-----------------|-----------------|-------|
- II. Experience (5 pts)
Relevant experience on the performance of duties
Functions relevant to the next higher position
One year is given one point but not to exceed 5.
- III. Outstanding Accomplishment (5 pts)
- | | | |
|--|---------|-------|
| A. Outstanding Employee Award | (1 pts) | _____ |
| B. Innovations | (1 pts) | _____ |
| C. Research and Development Projects | (1 pts) | _____ |
| D. Publication/ Authorship | (1 pts) | _____ |
| E. Consultancy/ Resource Speakership in
Trainings/Seminars/Workshops/Symposia | (1 pts) | _____ |
- IV. Education and Training (20 pts)
- | | | |
|---|----------|-------|
| A. Education (10 pts) | | _____ |
| Complete Academic Requirements
for Master's Degree | (6 pts) | _____ |
| Master 's Degree | (7 pts) | _____ |
| Doctoral Degree CAR | (9 pts) | _____ |
| Doctoral Degree | (10 pts) | _____ |
| B. Training (10 pts) | | _____ |
| Participant in 1 or more training activities
for at least 3 days | | _____ |
- V. Potential (20 pts)
- | | | |
|-----------------------------|--------|-------|
| 1) Communication Skills | (4 pt) | _____ |
| 2) Ability to Present Ideas | (4 pt) | _____ |
| 3) Alertness | (4 pt) | _____ |
| 4) Judgment | (4 pt) | _____ |
| 5) Leadership Ability | (4 pt) | _____ |
- VI. Psychosocial attributes and physical characteristics (15 pts)
- | | | |
|---------------------|--------|-------|
| 1) Human Relations | (6pts) | _____ |
| 2) Decisiveness | (5pts) | _____ |
| 3) Stress Tolerance | (4 pt) | _____ |

Total: _____

I have participated in the deliberation of my documents. I also recomputed my rating and found it complete and accurate.

Signature of Applicant

This is to certify that the members of the PSB have deliberated the ratings for the documents submitted, and have conducted the evaluation, interview and other needed assessment.

MYRNA T. REGIDOR
Member/ Chief SGOD

CARMELITA A. JUBAY
Member/ Chief CID

LORNA C. PEÑONAL
Member/ EPS 1, TACIDITERA President

MARGISSA T. AMEN, LL.B.
Member/ AO-V

ANNA DAPHNE C. MUGAR
Member/ Accountant III

DELMA R. DENAPO
Member/ AO- IV

CARELYN L. VILLEGAS
AO- II / Secretariat

MARY GRACE B. MACAS
ADAS II/ Secretariat

ROSEMARIE T. MACESAR
OIC- Assistant Schools Division Superintendent
PSB Chairman