

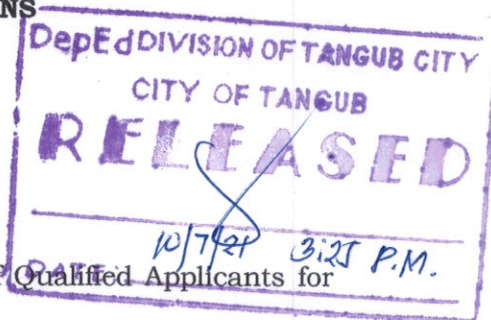


October 7, 2021

DIVISION MEMORANDUM
 No. 275, s. 2021

CORRIGENDUM TO DIVISION MEMORANDUM NO. 247, s. 2021
RE: CONDUCT OF SELECTION FOR TEACHING, TEACHING RELATED AND
NON-TEACHING VACANT POSITIONS

To: Chief Education Supervisors (CID and SGOD)
 Personnel Selection Committee
 Public Secondary School Heads
 This Division



1. This Office announces the conduct of Selection of Qualified Applicants for Master Teacher II positions.
2. Per MEC Order No.10, s.1979, applicants must have the following basic requirements:

Position	Education	Experience	Training	Eligibility	Performance Rating
Master Teacher II (Secondary)	Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	LET/PBET	Very Satisfactory (VS) for the last three rating period (for transfer and promotion)

3. Interested applicants must submit their letter of intent indicating their contact number on or before October 18, 2021 for the orientation process.
4. After the orientation, applicants shall submit documents to the Receiving Section of this Office addressed to the Schools Division Superintendent as follows:
 - a. CSC Form 212 (Revised 2017) with 2x2 ID picture;
 - b. Transcript of Records;
 - c. Certified photocopy of Performance Rating for the last three years;
 - d. Demonstration Teaching;
 - e. Curriculum or instructional materials;
 - 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.
 - f. Document served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any science club, etc.





- g. Document 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.
 - h. Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, for community development or teacher welfare.
 - i. 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.
 - j. Organized/managed an in-service activity or other similar activities at least on school level.
 - k. Credited with meritorious achievements;
 - l. Authorship
5. The documents shall be arranged accordingly to what are enumerated in paragraph 4 which includes table of contents;
- Each sheet must bear a page number;
 - Fastened at the top portion inside the folder while the tabbing according to the table of contents (a-l.) shall be at the bottom of the documents;
 - The applicants shall prepare one set of pertinent documents following the above preparation;
 - The original copies of the documents shall be brought during the submission at receiving section;
 - Only the qualified applicants who can attend the interview / deliberation and shall be included in the rank list.
6. Schedule of orientation, submission, interview and evaluation of documents will be announced later.
7. Attached herewith is a copy of the publication from the Civil Service Commission Job Portal.
8. 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

📍 Anecito St., Mantic, Tangub City
🌐 Website: www.depedtangub.net
☎ Telephone: (088) 545 - 0304
📠 Telefax: (088) 395 - 3372



Place of Assignment : Sumirap NHS

Position Title : Master Teacher II (Secondary)

Plantilla Item No. : OSEC-DECSB-MTCHR2-660008-2012

Salary/Job/Pay Grade : 19

Monthly Salary : Php 48,313.00

Eligibility : RA 1080/LET

Education : Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent

Training : 4 hours of relevant training

Work Experience : 1 year as Master Teacher I or 4 years as Teacher III

Competency : n/a

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than September 6, 2021.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

DELMA R. DENAPO

Administrative Officer IV
Anecito Siete St. Mantic, Tangub City
tangub.city@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : August 13, 2021

Closing Date : September 06, 2021