

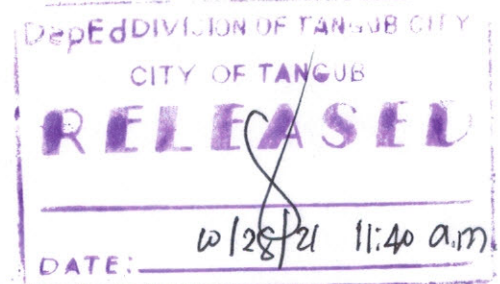


October 26, 2021

DIVISION MEMORANDUM
No. 310, s. 2021

**CONDUCT OF SELECTION FOR MASTER TEACHER I (ELEMENTARY),
EDUCATION PROGRAM SUPERVISOR, TEACHER III (ELEMENTARY), HEAD
TEACHER II (ELEMENTARY), ADMINISTRATIVE OFFICER IV (HRMO II)
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 North-B District, Education Program Supervisor (SG-22), Teacher III (SG-13) for Southwest-A District, Head Teacher II (SG-15) for North-B District and Administrative Officer IV (HRMO-II) SG-15 positions.

2. Per DepEd Order No. 66 s. 2007 and MEC Order No.10, s.1979, DepEd Order No. 42, 2007 applicants must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Master Teacher I (Elementary)	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 Professional units in Education, and 18 units for Master's degree in Education or its equivalent	3 years relevant experience	None Required	RA 1080 (Teacher)
Education Program Supervisor	Master's degree in Education or it other relevant Master's Degree with specific area of specialization	2 years as principal or 2 years as Head Teacher or 2 years as Master Teacher**	8 hours of relevant training	RA 1080 (Teacher)
Teacher III (Elementary)	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 Professional units in Education	2 yeas of relevant experience	None Required	PBET/Teacher/ RA 1080
Head Teacher II (Elementary)	Bachelor's degree in Elementary Education; or Bachelor's degree w/18 Professional education units*	Head Teacher for 1 year; or Teacher-in-charge for 1 year; of Teacher for 4 years*	24 hours of relevant training*	RA 1080 (Teacher)*





Administrative Officer IV (HRMO II)	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
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3. Interested applicants must submit their letter of intent indicating their contact number on or before **November 12, 2021** for the orientation process.

4. After the orientation, the applicants shall submit documents to the Receiving Section of this Office addressed to the Schools Division Superintendent on or before **November 19, 2021**. Arrange the documents in the following order:

(For Education Program Supervisor, Teacher III, Head Teacher II and Administrative Officer IV)

- a) Letter of Intent
- b) CSC Form 212 (Revised 2017) with 2x2 ID picture;
- c) Certified photocopy of last approved appointment
- d) Certified photocopy of Performance Rating for the last three years;
- e) Updated Service Record;
- f) Outstanding Accomplishments;
 - Outstanding Employee Award
 - Innovations
 - Research and Development Projects
 - Publication/Authorship
 - Consultancy/Resource Speakership in Trainings, Seminars, Workshop or Symposia
- g) Transcript of Records;
- h) Certified photocopy of Certificates of relevant Trainings/ Seminars Scholarships attended.
- i) Photocopy of PRC License Card, Certificate of Rating/Eligibility.
- j) Other documents relevant to the applied positions.

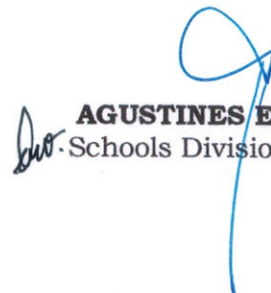
(For Master Teacher I)

- 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 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-i) and (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 interview / deliberation;
 - Only the qualified applicants who can attend the interview / deliberation shall be included in the rank list.
6. Schedule of orientation, submission, interview and evaluation of documents will be announced in a separate memo.
7. 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

