



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

12 May 2021

DIVISION MEMORANDUM
 DM No. 295, s. 2021

**CALL FOR APPLICATION FOR THE POSITION OF MASTER TEACHER II (BATCH 2) AND
 MASTER TEACHER I IN SENIOR HIGH SCHOOL**

To: OICs, Office of the Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division
 Chief, Schools Governance Operation Division
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary, Junior and Senior High School Heads
 HRMPSB-Chairman, Members and Secretariat
 All Others Concerned

1. This Office announces the opening of application for **Senior High School – Master Teacher II (Batch 2) and Senior High School – Master Teacher I** with the following Basic Qualification Standards:

POSITION / SALARY GRADE: MASTER TEACHER II / 19

	ACADEMIC	TVL	SPORTS	ARTS AND DESIGN
EDUCATION	Master's degree in relevant strand/ subject	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	Bachelor's degree majoring in fields under the track; or any Bachelor's degree plus 18 units of specialization in the Strand; and 24 units for Master's degree	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the relevant subject; and 24 units for a Master's degree

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AS-ANZ
 QUEZON UNIT
 Registration Number: 01ACR83/0216
 Date/Time: 5/18/21
 By: Romel
 Ref. no. DM295, S. 2021



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			in the fields under the Track	in fields under the Strand
EXPERIENCE	5 years of relevant teaching/ industry work experience	1 Year of teaching experience and 1 year of relevant industry work experience	4 years relevant teaching/ industry work experience	4 years relevant teaching/ industry work experience
TRAINING	12 hours of training relevant to the subject area specialization	At least NC II + TMC I (Appropriate to the specialization)	8 hours of training relevant to the courses in the Track	8 hours of training relevant to the courses in the Track
ELIGIBILITY	RA 1080	RA 1080	RA 1080	RA 1080

POSITION / SALARY GRADE: MASTER TEACHER I / 18

	ACADEMIC	TVL	SPORTS	ARTS AND DESIGN
EDUCATION	Master's degree in relevant strand/ subject	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	Bachelor's degree majoring in fields under the track; or any Bachelor's degree plus 18 units of specialization in the Strand; and 18 units for Master's degree in the fields under the Track	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the relevant subject; and 18 units for a Master's degree in fields under the Strand

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EXPERIENCE	4 years of relevant teaching/ industry work experience	1 Year of teaching experience and 6 months of relevant industry work experience	3 Years of relevant teaching/ industry work experience	3 years relevant teaching/ industry work experience
TRAINING	8 hours of training relevant to the subject area specialization	At least NC II + TMC I (Appropriate to the specialization)	8 hours of training relevant to the courses in the Track	8 hours of training relevant to the courses in the Track
ELIGIBILITY	RA 1080	RA 1080	RA 1080	RA 1080

2. To facilitate the appreciation, evaluation and validation of the applicants' pertinent documents and to make the selection process much easier on the part of the HRM Personnel Selection Board, the applicants are hereby informed that based on the results of the Batch I Call for MT II Application, this Office is calling for applicants who are interested to be designated to the following schools with the strand as identified by the School Head. This Office also identifies the schools and strand needed for Master Teacher I (**See Enclosure**).
3. Interested applicants may submit **letter of intent stating their specialization and the school they intend to apply together with their pertinent documents** to Division Office c/o Records Section or the Division Sub-Office near their residence c/o of the following Administrative Officer II on or before **June 4, 2021 (Friday)**:
 - Division Sub-Office in Real (Real Central Elementary School) - Arren Joy M. Lopez
 - Division Sub-Office in Catanauan (Catanauan Central School) - May Keith Mignonette P. Apolinar
 - Division Sub-Office in Gumaca (Gumaca National High School) – Ma. Crisela O. Moreno
4. The pertinent documents should be submitted following the arrangement specified in **Regional Memorandum No. 434, s. 2017 and DECS Order No. 57, s. 1997**:
 - A. Letter of Intent addressed to the Schools Division Superintendent
 - B. Personal Data Sheet (Form 212) with picture and Work Experience Sheet

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- C. Performance Rating for the last three (3) rating periods (in current position if applicable)
- D. Experience – Updated Service Record or Certificate of Employment
- E. **LEADERSHIP, POTENTIAL AND ACCOMPLISHMENT**
- a. Introduced any one of the following, adopted or used by the school or district/division (must be supported by certification, accomplishment report, school memorandum, proposal, letter request, work plan & financial statement, if applicable).
 - Curriculum or instructional materials
 - Effective teaching techniques or strategies
 - Simplification of work as in reporting system, record keeping, etc, or procedures that resulted in cost reduction
 - Worthwhile Income Generating Project for learners given due recognition by the higher officials
 - b. Subject Coordinator or Grade Chairman in the school, district / division (With Certification stating the number of years, School Memorandum and Accomplishment Report with Pictorial)
 - c. Chairman of Special Committee on Curriculum, Instructional Materials, and School Programs (With Certification stating the number of years, School Memorandum and Accomplishment Report with Pictorial)
 - d. Educational Researches (with letter request to conduct action research, approved research proposal, research report, accomplishment report)
 - e. Coordinator for Community Project or Activity (with certification, designation in the form of memorandum signed by DepEd officials and other agencies involved in the community project, project proposal, accomplishment report with pictorial)
 - f. Organized / managed In-Service activity or other similar activities at least on the school level (at least 2 days) with certification, approved training design, program of activities and accomplishment report
 - g. Meritorious Achievement

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- Trainer or coach of contestants who received awards, commendation or any form of recognition (with certification issued by the authorities concerned, certificate of recognition/award issued by proper school officials, award/commendation/citation given to winning contestant signed by proper school officials, program of activities of the contest/competition/quiz
- Awards received as member / coordinator of BSP/GSP/Red Cross activities signed by proper activities
- h. Authorship (With copy of the articles published, certification from the publisher, copy of the certificate of copyright registration for authorship of a book, copy of the published book/articles.

F. Education and Trainings

- a. Latest Transcript of Records (TOR)
- b. Certificates of Trainings Attended

G. Certificate of Eligibility

5. The folder should be labeled with **Applicant's Name, Position Desired, and Contact Number**
6. The Department of Education – SDO Quezon strictly adheres to the "Equal Opportunity Principle" (EOP) on Human Resource Management and Development. All qualified applicants are encouraged to apply regardless of gender, civil status, disability, ethnicity, religion or political affiliation.
7. A separate division memorandum will be released containing the List of Applicants per identified schools.
8. In case there are more than one applicants who met the **cut-off score of 60** and whose letters of intent are for the same school, the division office may select the most qualified applicant based on the following order of priority:
 - a. Needed specialization as determined by the school head
 - b. Ranking of MTII & MT I applicants in the same school
 - c. Localization.

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9. The allocation to be vacated by the teacher-applicant who will be promoted to MT II and MT I positions shall remain in his/her previous school. However, the specific item/position to be given to the replacement will be determined by the SDO depending on the qualification of the replacement and the available item.
10. Immediate and widest dissemination of this memorandum is desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

gtmasds05/12/2021

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Enclosure to DM No. _____, s. 2021

IDENTIFIED SCHOOLS FOR MASTER TEACHER II AND SPECIALIZATION NEEDED

School	District	Specialization Needed
First Congressional District		
1. Busdak NHS	Patnanungan	TVL (Bread & Pastry/Cookery/Food & Beverage Service)
2. Manuel S. Enverga Memorial School of Arts and Trade	Mauban North	TVL (SMAW)
3. Manuel S. Enverga Memorial School of Arts and Trade	Mauban North	HumSS (English)
4. Talipan NHS	Pagbilao	HumSS (Social Studies)
Second Congressional District		
5. Lutucan Integrated NHS	Sariaya	TVL (ICT)
6. Lusacan NHS	Tiaong	HumSS (Social Studies)
Third Congressional District		
7. Buenavista NHS	Buenavista	TVL (H.E.)
8. Elias A. Salvador NHS	Agdangan	STEM (Science)
9. Marcial B. Villanueva NHS	San Francisco	TVL (ICT)
10. Unisan Integrated School	Unisan	Filipino
Fourth Congressional District		
11. Alabat Island NHS	Alabat	TVL (H.E.)
12. Nabangka NHS	Guinayangan	English
13. Lopez National Comprehensive High School	Lopez	ABM

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Registration Number:
QAC/R63/0216



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IDENTIFIED SCHOOLS FOR MASTER TEACHER II AND SPECIALIZATION NEEDED

School	District	Specialization Needed
1. Callejon NHS-San Antonio	San Antonio	Mathematics
1. San Isidro NHS – Padre Burgos	Padre Burgos	ABM
2. Lamon Bay School of Fisheries - Gumaca	Gumaca	STEM (Math)

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