



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



DEPED - QUEZON
 ICT UNIT

UPLOADED

Date/Time: **SEP 14 2022**

By: **NICKO 4:00 p.m.**

Ref. no. **DM 778, s. 2022**

13 September 2022

DIVISION MEMORANDUM
DM No. 778, s. 2022

**CALL FOR APPLICATION FOR THE VACANT MASTER TEACHER I AND MASTER
 TEACHER II POSITIONS IN SENIOR HIGH SCHOOL**

To: 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 the vacant Master Teacher II and Master Teacher I in Senior High School with the following Qualification Standards

POSITION / SALARY GRADE: MASTER TEACHER I / 18

	ACADEMIC	TVL	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 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
EXPERIENCE	4 years of relevant teaching/ industry work experience	1 year of teaching experience and 6 months of relevant industry experience	3 years relevant teaching/ industry work experience

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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
ELIGIBILITY	RA 1080	RA 1080	RA 1080

POSITION / SALARY GRADE: MASTER TEACHER II / 19

	ACADEMIC	TVL	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 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 in fields under the Strand
EXPERIENCE	5 years of relevant teaching/ industry work experience	1 year of teaching experience and 1 months of relevant industry 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
ELIGIBILITY	RA 1080	RA 1080	RA 1080

2. Applicants must be willing to be designated in the following schools identified by the division office needing Master Teachers with identified specialization by the school head. In case there are more than one applicant who met cut-off score of 60 for Master Teacher II and 50 for Master Teacher I and whose letters of intent are for the same school, the division office may select the most qualified applicant based on ranking and localization.

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MASTER TEACHER II

SCHOOL	MUNICIPALITY	TRACK/STRAND NEEDED BY THE SCHOOL
1. Polillo NHS	Polillo	TVL/ HE (Bread and Pastry)
2. San Antonio NHS	San Antonio	TVL/ICT
3. San Isidro NHS	Catanauan	TVL/ICT
4. Godofredo M. Tan School of Arts and Trades	San Narciso	TVL/HE
5. Concepcion NHS	Plaridel	TVL/ICT

MASTER TEACHER I

SCHOOL	MUNICIPALITY	TRACK/STRAND NEEDED BY THE SCHOOL
1. Dr. Panfilo NHS (Masalukot Annex)	Candelaria	STEM/Math
2. Recto MNHS	Tiaong	Arts and Design
3. Villa Perez NHS	Gumaca	HumSS/ Social Science
4. Hondagua NHS	Lopez	HumSS/ English

3. Interested applicants may submit Letter of Intent addressed to SDS stating their Specialization and the school they intend to apply (based on the list above) together with their Pertinent documents to the Division Office c/o Records Sections or the Division Sub-Office near their residence c/o the following Administrative Officers II on or before September 26, 2022 (Monday):

- Real Sub-Office - Ruel A. Sungduan
- Catanauan Sub-Office - Cristine Cabangon
- Gumaca Sub-Office - Ma. Crisela O. Moreno

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4. The pertinent documents should be submitted following this arrangement:
- A. Letter of Intent addressed to the SDS stating the specialization, position and school applied for (see list)
 - B. Personal Data Sheet (Form 212) with picture and Work Experience Sheet
 - C. Photocopy of Certificate of Eligibility /Rating/Licensure
 - D. Performance Rating for the last three (3) rating periods (in current position if applicable)
 - E. Transcript of Records (TOR)
 - F. Certification of Relevant Specialized Training for Academic, Arts & Design and Certification for NC II and TMC I for TVL
 - G. Updated Service Record or Certificate of Employment
 - H. Portfolio/Outstanding Achievement
 - Proof of Published Work (copy of article, certification from the publisher, copy of the certificate of copyright registration for authorship of a book, copy of the published book/articles.
 - Recognized Innovations and Accomplishments in Research and Development (with Properly document work plan approved by immediate supervisor attested by the authorized official and Accomplishment Report, Letter Request to Conduct Action Research, Approved Research Proposal, Research Report, Accomplishment Report)
 - Prizes, Awards, Recognitions, Letters of Commendation for: theses or major, academic papers, exemplary performances, work and/or academic papers
 - Certificate of Recognition/Award issued by proper school authorities.
5. The folder should be labeled with the following:
- Applicant's Name
 - Position Desired
 - School where the Applicant intends to apply
6. The Department of Education – SDO Quezon strictly adheres to the “Equal Opportunity Principle” (EOP) on Human Resource Management and Development. All

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qualified applicants are encouraged to apply regardless of gender, civil status, disability, ethnicity, religion or political affiliation.

7. An initial evaluation shall be conducted by the HRMO to check the completeness, authenticity and veracity of the documents submitted by the applicant. Moreover, their qualification shall be evaluated vis-a-vis the QS of the position applied for in terms of Education, Experience, Training, Eligibility and Competency.
8. Applicants shall be notified of the results of the initial evaluation through a written notice to be served through official communication channels.
9. All applicants who will pass the initial evaluation shall be subject to the comparative assessment of the HRMPSB. A separate division memorandum shall be issued for the schedule of comparative assessment, demonstration teaching, interview and English Proficiency Test.
10. The activities and dates for the entire process are as follows:

Date	Activities	Persons Involved
September 14-26,2022	Submission of pertinent documents	Records Section HR Sub-Office
September 28-30, 2022	Initial Evaluation of documents	HRMPSB
TBA	Comparative Assessment of Applicants who will pass the initial evaluation (Demonstration Teaching, Interview)	HRMPSB
TBA	Administration of English	BEA

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	Proficiency Test	
TBA	Deliberation of Qualified Applicants	HRMPSB

11. 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

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