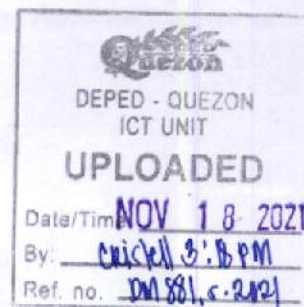




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



17 November 2021

**DIVISION MEMORANDUM**

DM No. 881, s. 2021

**CALL FOR APPLICATION FOR THE VACANT MASTER TEACHER I POSITION  
 IN SENIOR HIGH SCHOOL OF SDO QUEZON**

**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

- This Office announces the opening of application for the vacant **Senior High School – Master Teacher I** position with the following Basic Qualification Standards:

**POSITION / SALARY GRADE: MASTER TEACHER I / 18**

	<b>ACADEMIC</b>	<b>TVL</b>	<b>SPORTS</b>	<b>ARTS AND DESIGN</b>
<b>EDUCATION</b>	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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<b>EXPERIENCE</b>	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
<b>TRAINING</b>	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
<b>ELIGIBILITY</b>	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, this Office is calling for applicants who are interested to be designated to the identified schools found in the Inclosure with the specialization needed as determined by the School Head.
3. Interested applicants must submit **letter of intent stating their specialization and the school they intend to apply (See Inclosure) together with their pertinent documents** to the nearest Sub-Office (Real, Catanauan, Gumaca) or at the Division Office in Pagbilao, Quezon c/o the Records Section on or before **November 26, 2021 (Friday)**.
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
  - 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

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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
- 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

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- 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 50** 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 MT I applicants in the same school
    - c. Localization

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9. The activities and dates for the entire process are as follows:

Date	Activities	Persons Involved
November 17-26, 2021	Submission of pertinent documents	Records Section HR
November 27-December 2, 2021	Evaluation of Documents	HRMPSB-TWG
December 3, 2021	Behavioral Event Interview	HRMPSB
December 7, 2021	Deliberation of Qualified Applicants	HRMPSB

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. 881, s. 2021

**IDENTIFIED SCHOOLS FOR SHS MASTER TEACHER I AND SPECIALIZATION NEEDED**

School	District	Specialization Needed
1. Quezon Science High School	Sariaya East	English
2. Camflora National High School	San Andres	STEM (Math)
3. Elias A. Salvador NHS	Agdangan	STEM (Science)
4. MSEMSAT	Mauban	Humss (Social Science)

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