



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

03 FEB 2023

DIVISION MEMORANDUM

No. 052 s. 2023

**RECRUITMENT AND SELECTION OF APPLICANTS FOR  
 MASTER TEACHER I**

To: OIC-Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Heads, Public Elementary and Secondary Schools  
 Heads, Unit/Section  
 All Others Concerned

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants for Master Teacher I. All qualified and interested applicants are requested to submit their pertinent documents on or before **FEBRUARY 13, 2023** at the office of the Personnel Services Unit through Records Unit. The **DepEd Order No. 3, s. 2016** – “Hiring Guidelines for Senior High School (SHS) Teaching Positions effective SY 2016-2017”, **MEC Order No. 10, s. 1979** – “Implementation Rules and Regulations for the System of Career Progression for Public School Teachers”, **DECS Order No. 57, s. 1997** – “Further Implementation of the Career Progression System for Master Teacher”, and the **Regional Memorandum No. 434 s. 2017** – “Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007, DepEd Order No. 42, s. 2007 and DECS Order No. 57, s. 1997” shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the recruitment and selection process.

All qualified and interested applicants may submit regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

Position Title	No. of Position	Place of Assignment (Plantilla)	Strand/ Subject
Master Teacher I	1	Senior High School	Science



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2. The qualification standards and competency requirements of the said position are as follows:

CSC Prescribed Qualification				
Education	Trainings	Experience	Eligibility	Competency Requirement
Master's degree in relevant strand/subject	8 hours of training relevant to the subject area specialization	4 years of relevant teaching/ Industry work experience	RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication, Computer literate using different platforms

3. Interested qualified applicants are advised to register at <https://tinyurl.com/depedtayabasonlineapplication> and submit **certified true copies** of the following documents **properly labelled, with ear tag** per criterion at the Records Section:

1. Letter of Intent addressed to the Schools Division Superintendent, NATIVIDAD P. BAYUBAY, CESO VI
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
3. Photocopy of Performance rating in the present position for the last 3 rating periods
4. Certified True Copy of updated PRC License (must be authenticated by the PRC)
5. Photocopy of updated Service Record
6. Photocopy of latest approved appointment
7. Certified True Copy of Transcript of Records and Diploma
8. Certificate of Employment with brief description of duties and responsibilities for applicant from private company and those on a Job Order/Contract-of-Service status
9. Demonstration Teaching (Division level):
  - i. Approved Lesson Plan
  - ii. Certificate
  - iii. Corroboration
  - iv. Training Matrix/Design where his/her name is indicated
  - v. Memorandum
10. Certification from School Head that the applicant has an actual teaching load per day with attached current Teacher's/Class Program signed by authorized signatories:
  - i. Six (6) Actual Teaching load; or
  - ii. Minimum of Four (4) Actual Teaching load with One (1) Ancillary and One (1) Advisory; or
  - iii. Minimum of Five (5) Actual Teaching load with One (1) Ancillary



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Other documents as contained in **RM 434 Regional Management Committee Resolution No. 002 series 2017** such as:

11. Introduced any of the following which has been adopted or used by the school or district/division
  - 11.1 Curriculum or instructional materials – must be supported by the following documents:
    - i. Approved Project Proposal
    - ii. Copy of Curriculum Material
    - iii. Summary of results of its effectiveness
    - iv. Certification coming from the Education Program Supervisor in charge of the learning area that it has been adopted in the school and validated to be effective
  - 11.2 Effective Teaching Techniques or Strategies – must be supported by the following documents:
    - i. Concept Paper
    - ii. Certification coming from the Education Program Supervisor in charge of the learning area that it has been effective
    - iii. Summary of results of its effectiveness
  - 11.3 Simplification of work as in reporting system, record keeping or procedures that resulted in cost reduction. It shall be supported with cost benefit analysis, concept paper, application of its effectiveness, financial report of its cost effectiveness, and certification or evidence of corroboration from any of the following: school head or at least five co-teachers.
  - 11.4 Worthwhile Income Generating Project (IGP) for pupils given due recognition by the higher officials of the division. It shall be supported with project proposal, income statement from the recipients of the project, and a certificate of award or recognition.
12. Served as subject coordinator or grade chairman for atleast one (1) year; or as adviser of school publication or any special organization like dramatic club, glee club, science club, etc., and discharged such assignment satisfactorily for at least two (2) years provided such assignment or services are in addition to, and not considered part of the regular teaching assignment. It must be supported with the following documents:
  - i. Official Designation
  - ii. Accomplishment
  - iii. Teachers Program
  - iv. Approved Official Teacher's Load
13. Served as chairman of a special committee, such as curriculum study committee, committee to prepare instructional materials; and/or committee to prepare school program, and discharged work with utmost efficiency. It must be supported with the following documents:
  - i. Certification
  - ii. Corroboration (At least 5, duly certified)
  - iii. Appointment
  - iv. Accomplishment Report
  - v. Output of the Committee



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14. Initiated or headed or participated in an educational research activity duly approved by educational authorities (An action research, should not be a Thesis for the Master's Program). It must be supported with the following documents:
    - i. Certification as required in unnumbered Regional Memorandum on Intensifying Research in Schools issued on March 2, 2015
    - ii. Research itself
    - iii. Output of the Research
    - iv. Research Report
  15. Coordinator of community project or a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, Agri-industrial fairs, etc., for at least two (2) years and projects *not credited in the last promotion*. It must be supported with the following documents:
    - i. Organizational/ Barangay Resolution for the Designation
    - ii. Progress Report for 2 years (before and after)
    - iii. Approved Project Proposal
    - iv. Impact Study (if Research-based)
  16. Organized/Managed an in-service activity or other similar activities at least on the school level (at least three days INSET). LAC sessions conducted for at least 24 hours (either continuous for 3 days or cumulative within a semester) may also be credited. It must be supported with the following documents:
    - i. Approved Training/LAC Design/Proposal by the Division
    - ii. Memorandum showing the designation as chairman or member
    - iii. Completion Report/ Attendance
  17. Credited with meritorious achievements such as:
    - a. Trainer or coach to contestant who receive Top 3 prizes
    - b. Coach of athletes or team who won Top 3 prizes
    - c. Coordinator of BSP or GSP activities. It must be supported with the following documents:
      - i. Designation as Scout Coordinator
      - ii. Approved Proposal of the Scouting Activity
      - iii. Accomplishment Report
      - iv. Commendation by authority
  18. Authorship (Book or Article)
4. **For fairness and equality among interested applicants**, submission of documents and/or additional credentials made after the due date will not be accepted, unless otherwise, this Office requests so for verification purposes of submitted documents and/or announces the extension of recruitment process.
5. **Only those applicants who meet the minimum Qualification Standard shall proceed for further assessment/evaluation as stipulated in the DepEd Order No. 29, s. 2002 entitled "Merit Selection Plan of the Department of Education."**



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6. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Deadline of Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	February 13, 2023
Pre-evaluation of the applicant's qualification viz-a-viz Qualification Standards	HRM Office	February 14, 2023
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	February 15, 2023
Written and Oral Communication Test of applicants  Evaluation of documents and interview of applicants	SDO Conference Hall	February 17, 2023
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		February 20, 2023
Submission to the Office of the SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	February 21, 2023
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	DepEd Tayabas Bulletin board, website and FB page	February 23, 2023

7. All applicants are requested to be present during the evaluation and interview. For further inquiries, please email us at [hr@depedtayabas.com](mailto:hr@depedtayabas.com).

8. Wide and immediate dissemination of this memorandum is desired.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent 



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#### DUTIES AND RESPONSIBILITIES OF MASTER TEACHER I

- Models exemplary practice in the application of content knowledge and pedagogy showing its integration within and across learning areas
- Conducts in-depth studies or action research on teaching-learning innovations
- Works with colleagues to create learning-focused environments that promote learner responsibility and achievement
- Assists colleagues to implement differentiated teaching strategies that are responsive to learner diversity
- Leads in the preparation and enrichment of curriculum
- Initiates programs and projects that can enhance the curriculum and its implementation
- Leads colleagues in the design, evaluation, interpretation, and utilization of different types of assessment tools for the improvement of the teaching and learning process
- Updates parents/guardians on learner needs, progress, and achievement
- Strengthens school-community partnerships to enrich engagement of internal and external stakeholders in the educative process
- Establishes links with colleagues through attendance and membership in professional organizations for self-growth and advancement
- Provides technical assistance through demonstration teaching, mentoring, coaching, class monitoring and observation, organizing/leading/serving as trainers/facilitators in teacher quality circles/learning action cells
- Does related work



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