



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

22 MAR 2022

DIVISION MEMORANDUM

No. 180 s. 2022

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

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 II. All qualified and interested applicants are requested to submit pertinent documents on or before **APRIL 5, 2022** at the office of the Personnel Services Unit through Records Unit. The **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	Work Assignment (Plantilla)	Subject
Master Teacher II	1	Luis Palad Integrated High School	Science



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(042) 710-0329 or (042) 785-9615



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

CSC Prescribed Qualification				
Education	Training	Experience	Eligibility	Competency Requirement
Bachelor of Secondary Education (BSEd); or Bachelors degree plus 18 professional units in Education with appropriate major; and 24 units for a Masters Degree in Education or its equivalent.	4 hours relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication, Computer literate using different platforms
Preferred Qualification				
Education	Training	Experience	Eligibility	Competency Requirement
Master's Degree Graduate	Same as above	3 years in service as Teacher III	PBET/LET/ BLEPT Passer	Same as above

3. Interested qualified applicants are advised to register at <https://tinyurl.com/depeditayabasonlineapplication> 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
3. Performance rating in the present position for the last 3 rating period
4. Service Record and/or Certificate of Employment with brief description of duties and responsibilities
5. Authenticated Certificate of Board Rating/Eligibility
6. Authenticated Transcript of Records, Certification of Complete Academic Requirements (if applicable) and Diploma
7. Certificate of Training/s attended for the last five (5) years or after the recent promotion which show/s that the applicant has obtained the following criterion:

a. participant in three (3) or more training activities in each level conducted for at least three (3) days and not credited during the last promotion (District level, Division level, Regional level), and/or;



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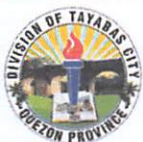
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- b. participant in one (1) training conducted for at least three (3) days and not credited during the last promotion (National level, International level).
- 8. Latest approved appointment
- 9. Outstanding Accomplishment (if any);
 - a. Outstanding Employee Award
 - b. Innovation/s (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official;
 - c. Research and Development Projects
 - d. Certificate as Consultant/Resource Speaker Trainings/ Seminars/ Workshops/Symposia
 - e. Publication/Authorship

Applicants are advised to submit the documents for their outstanding accomplishments in a sealed enveloped (**separate from their application**) which shall be opened during the scheduled evaluation of documents.

- 10. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
- 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."**
- 6. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	April 5, 2022
Pre-evaluation of the applicant's qualification viz-a-viz Qualification Standards	HRM Office	April 6, 2022
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	April 8, 2022
Written and Oral Communication Test of applicants	SDO Conference Hall	April 11-13, 2022
Evaluation of documents and interview of applicants		



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HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		April 18, 2022
Submission to the office SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	April 19, 2022
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	DepEd Tayabas Bulletin board, website and FB page	April 21, 2022

7. All applicants are requested to be present during the evaluation and interview. For further inquiries, please email us at recruitment@depedtayabas.com.
8. Wide and immediate dissemination of this memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent
Office of the Schools Division Superintendent



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DUTIES AND RESPONSIBILITIES OF MASTER TEACHER II

- 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