



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

13 OCTOBER 2020

DIVISION MEMORANDUM
 No. 267 s. 2020

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
 MASTER TEACHER I IN SENIOR HIGH SCHOOL**

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

1. This Office announces to the field the division-wide recruitment and selection of applicants regardless of age, sex, civil status, ethnicity, disability, religion, and political affiliation.

Position	No. of Position	Work Assignment
Master Teacher I- Senior High School	1	Buenaventura Alandy National High School

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

Position	Education	Experience	Training	Eligibility	Competency Requirement
Master Teacher I – Senior High School	Bachelor's degree, or completion of technical-vocational course(s) in area of specialization	1year teaching experience and 6 months of relevant industry work experience in Information Communication Technology	At least NC II + TCM I appropriate to specialization	Regular applicants for permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring	Behavioral Competency Core Skills/ ICT Skills

3. Interested qualified applicants are advised to submit the following documents (photocopy) **properly labelled, with ear tag** per criterion:

1. Application letter addressed to the Schools Division Superintendent
2. Two (2) copies of computerized CSC Form 212 revised 2017 (Personal Data Sheet)
3. Performance Rating in the last 2 years rating period (if applicable)
4. Certificate of Employment and or/Service Record
5. Authenticated Certificate of Board Rating/Eligibility
6. Authenticated Transcript of Records, Certification of Complete Academic Requirements (if applicable) and Diploma
7. Certificate of Trainings for the last three (3) years or after the recent promotion.
8. Latest approved appointment
9. Required documents for evaluation as stipulated in the DO # 66, s. 2007 other Teaching, Related Teaching and Non-Teaching Positions.



Brgy. PotoI, Tayabas City



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10. Outstanding Accomplishment

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.

4. Applicants must ensure that their documents are accurate, complete, and are submitted on time. **Late** documents and/or **Incomplete** documents shall not be accepted. No retrieval and no submission of additional documents shall be allowed once "**Received**" by the office.

5. 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	November 5, 2020
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	November 9, 2020
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	November 11, 2020
Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants	SDO Conference Hall	November 12, 2020
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		November 13, 2020
Submission to the office SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	November 16, 2020
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	SDO Bulletin Board and 2 conspicuous places	November 18, 2020

6. Applicants are requested to be physically present during the evaluation and interview if not please contact Ms. Ferex O. Zafranco @ 09286865373.

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

ANIANO M. OGAYON, CESO V
Schools Division Superintendent



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