



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

17 Oct 2023

DIVISION MEMORANDUM

No. 543 s. 2023

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS TO
MASTER TEACHER II AND MASTER TEACHER I VACANT POSITIONS**

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 to **Master Teacher II for Mathematics and Master Teacher I for Technology and Livelihood Education (TLE)** vacant positions. The Human Resource Merit Promotion and Selection Board (HRMPSB) will use **MEC ORDER NO. 10, s. 1979** or the *Implementing Rules and Regulations for the System of Career Progression for Public School Teachers*, **DECS ORDER NO. 57, s. 1997** or the *Further Implementation of the Career Progression System for Master Teachers* and the **DEPED-4A-RM-01A-17-434** or the *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* in the recruitment and selection process.

Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	No. of Position	Place of Assignment (Plantilla)
Master Teacher II	OSEC-DECSB-MTCHR2-240360-1998	SG 19	P 51, 357.00	1	Luis Palad Integrated High School
Master Teacher I	OSEC-DECSB-MTCHR1-242545-1998	SG 18	P 46, 725.00	1	Luis Palad Integrated High School

2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) on Human Resource Management and Development and encourage all qualified and interested applicants to apply regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

3. In line with this, all interested applicants are requested to submit all the needed documents indicated below, **properly labelled with ear tag** per criterion at the Personnel Services Unit through the Records Section of this division or via email at tayabas.city@deped.gov.ph on or before **October 27, 2023 until 5:00 p.m.** and



Brgy. PotoI, Tayabas City



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



tayabas.city@deped.gov.ph



<https://depedtayabas.ph>

advised to register at <https://tinyurl.com/2023SDOTayabasApplicants> **AFTER** the submission of application;

- a. Checklist of requirements and omnibus sworn statement notarized by authorized official (*can be Barangay Captain or Notary Public*)

Note: The form can be downloaded at <https://tinyurl.com/checklistandsworn>

- b. Letter of Intent address to the Schools Division Superintendent;

CELEDONIO B. BALDERAS JR.

Schools Division Superintendent

- c. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached Work Experience Sheet which can be downloaded at www.csc.gov.ph;
- d. Performance rating in the present position for the last 3 rating periods (if applicable);
- e. Certified True Copy of the updated PRC ID License (must be Certified True Copy by the PRC);
- f. Updated Service Record
- g. Photocopy of approved appointment
- h. 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;
- i. Certified True Copy of Transcript of Records and Diploma;
- j. Certification from School Head that the applicant has an actual teaching load per day with attached current Teacher's/ Class Program signed by authorized authorities:
 - 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
- k. Demonstration Teaching on the Division Level. Requirements for Demo Teaching:
 - i. Approved Lesson Plan
 - ii. Certificate
 - iii. Corroboration
 - iv. Training Matrix/ Design where his/her name is indicated
 - v. Memorandum

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

1. Introduced any of the following which has been adopted or used by the school/division:
 - i. Introduced any of the following which has been adopted or used by the school/division:
 1. Approved Project Proposal
 2. Copy of Curriculum Material
 3. Summary of results of its effectiveness

4. 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
- ii. Effective Teaching Techniques or strategies - must be supported with the supporting documents:
 1. Concept paper
 2. Certification coming from the Education Program Supervisor in charge of the learning area that it has been effective
 3. Summary of results of its effectiveness
- iii. 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.
- iv. 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.
- m. Served as subject coordinator or grade chairman for at least 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 for the past three years
 - iii. Teachers Program
 - iv. Approved Official Teacher's Load
- n. Served as chairman of special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program, and discharged the work efficiently. 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
- o. Coordinator of community project or of a program of another agency or coordinator of rural service improvement activity for at least two years. 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)

- p. Organized or managed an in-service activity or other similar activities at least on the school level (at least 3 days' duration). 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

- q. Credited with meritorious achievement such as:
 - i. Trainer or coach to contestant who receive Top 3 prizes
 - ii. Coach of athletes or team who won Top 3 prizes
 - iii. Coordinator of BSP or GSP activities. It must be supported with the following documents:
 - 1. Designation as Scout Coordinator
 - 2. Approved Proposal of the Scouting Activity
 - 3. Accomplishment Report
 - 4. Commendation by authority

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

CSC Prescribed Qualifications					
Position Title	Education	Trainings	Experience	Eligibility	Competency Requirement
Master Teacher II	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in	4 hours relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080	Preferably Mathematics major with Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication

	Education or its equivalent				
Master Teacher I	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080	Preferably TLE major with Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication

6. Below is the timeline for the recruitment and selection process of the said position:

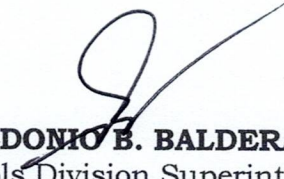

ACTIVITY	TIMELINE	VENUE
Deadline of Filing of application letter with complete supporting documents	October 27, 2023	Personnel Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	October 31 – November 8, 2023	Human Resource Management Office / Personnel Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	November 9, 2023	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	November 10, 2023	DepEd Tayabas Bulletin Board, Website and Facebook Page
Comparative Assessment of Applicants [<i>Evaluation of Documents & Behavioral Events Interview (BEI)</i>]	November 13, 2023	SDO Conference Hall
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	November 14, 2023	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	November 14, 2023	Office of the Schools Division Superintendent
Conduct of Background Investigation <i>Note: Upon the Request of the Appointing Authority</i>	-	-

Posting of Comparative Assessment
Results

November 16,
2023

DepEd Tayabas
Bulletin Board,
Website and Facebook
Page

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


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent 

Encl: None

Reference: MEC ORDER NO. 10, s. 1979
DECS ORDER NO. 57, s. 1997
DEPED-4A-RM-01A-17-434

To be indicated in the Perpetual Index
under the following subjects:

RSP
MASTER TEACHER II & I
DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants
for master teacher ii and master teacher i vacant positions
None/October 16, 2023