



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



DIVISION MEMORANDUM

No. 232 s. 2018

TO CHIEF, CURRICULUM IMPLEMENTATION DIVISION
CHIEF, SCHOOL GOVERNANCE AND OPERATIONS DIVISION
EDUCATION PROGRAM SUPERVISOR
HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED

FROM CATHERINE P. TALAVERA CESO VI
Schools Division Superintendent

SUBJECT SUBMISSION OF PERTINENT PAPERS AND DIVISION RANKING ACTIVITY
FOR TO PROMOTION MASTER TEACHER POSITION
FOR SECONDARY

DATE July 3, 2018

This is to inform all concerned regarding the submission of Pertinent Papers and Division Ranking Activity for promotion to Master Teacher position for Secondary with area of specialization/major in TLE/ESP. All interested and qualified applicants should submit the following documents on or before July 13, 2018, with proper ear tags, to wit:

1. Application Letter
2. CSC Form 212 (revised 2017) with the latest 2x2 ID picture
3. Certified Photocopy of PRC ID
4. Certified copies of Transcript of Records
5. Copies of Certificate of Employment, Teaching and Related Teaching Experiences and Performance Rating
6. Certificate of Specialized Trainings
7. Certificate of Speakership
8. Certificate of Outstanding Accomplishments
 - I. Outstanding Employee Award
 - II. Innovations
 - III. Research and Development Projects
 - IV. Publication and Authorship

Attached herewith is the timeline for submission of pertinent paper and division ranking activity.

Widest dissemination of this memorandum is desired.



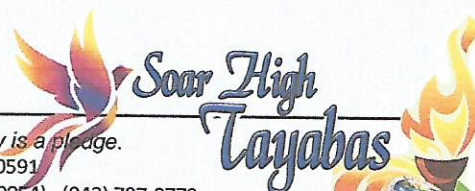


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**TIMELINE FOR SUBMISSION OF PERTINENT PAPERS AND DIVISION RANKING
ACTIVITY FOR TO PROMOTION MASTER TEACHER POSITION FOR SECONDARY**

DATE	ACTIVITIES	PERSON INVOLVED
July 17, 2018	Submission of School Ranking to Division Office	School Ranking Committee
July 18, 2018- 8:00 am	Deliberation and Interview	HRMPSB Committee
July 19, 2018	Approval and Submission of the result of Division Ranking for Master Teacher position to Approving Authority	



Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

Electronic copy to be submitted
to the CSC FC

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DepEd Tayabas City in the CSC website:

CATHERINE P. TALAVERA, CESO VI

(Head of Agency)

Date June 18, 2018

No.	Position Title	Plantilla Item No.	Salary Job/ Pay Grade	Monthly Salary	Qualification Standards					Pla Assig
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Head Teacher III	HTEACH3-240400-1998	16	31,765.00	Bachelor's degree in Education or Bachelor's degree plus 18 professional units in Education; both with 18 equivalent and with appropriate field of specialization	8 hours of relevant training	1 year as Head Teacher II or 2 years as Head Teacher I or 5 years teaching experience	PBET/LET		LPIHS
2	Head Teacher III	HTEACH3-240401-1998	16	31,765.00	Bachelor's degree in Education or Bachelor's degree plus 18 professional units in Education; both with 18 equivalent and with appropriate field of specialization	8 hours of relevant training	1 year as Head Teacher II or 2 years as Head Teacher I or 5 years teaching experience	PBET/LET		LPIHS
3	Head Teacher III	HTEACH3-240402-1998	16	31,765.00	Bachelor's degree in Education or Bachelor's degree plus 18 professional units in Education; both with 18 equivalent and with appropriate field of specialization	8 hours of relevant training	1 year as Head Teacher II or 2 years as Head Teacher I or 5 years teaching experience	PBET/LET		LPIHS
4	Head Teacher III	HTEACH3-240403-1998	16	31,765.00	Bachelor's degree in Education or Bachelor's degree plus 18 professional units in Education; both with 18 equivalent and with appropriate field of specialization	8 hours of relevant training	1 year as Head Teacher II or 2 years as Head Teacher I or 5 years teaching experience	PBET/LET		LPIHS
5	Master Teacher I	MTCHR1-240391-1998	18	38,085.00	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	PBET/LET		LPIHS

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 28, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

CATHERINE P. TALAVERA, CESO VI

Schools Division Superintendent

LPHS Compound, Brgy. Iplian, Tayabas City

tayabas.city@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.