



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

Division Memorandum

No. 383 s. 2023

To : OIC-Asst. Schools Division Superintendent  
Chief, CID  
Chief, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads/Principal/TIC  
All Others Concerned  
This Division

From : **DANNY B. CORDOVA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

SUBJECT : **ANNOUNCEMENT FOR THE OPENING OF HEAD TEACHER II  
AND MASTER TEACHER II POSITIONS**

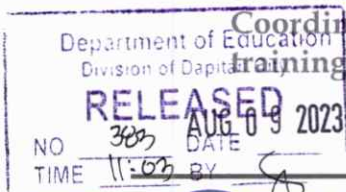
DATE : **AUGUST 8, 2023**

1. Please be informed that the positions below is now open to all interested applicants *regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation* provided that they meet the minimum **CSC Requirements**:

Vacant Position	: HEAD TEACHER II
Item Number	: OSEC-DECSB-HTEACH2-570148-1998
Salary Grade	: 15
Education Requirements	: Bachelor's Degree in Elementary Education or Bachelor's degree with 18 units professional education units
Experience	: Head Teacher for 1 year or Teacher In-Charge for 1 year or Teacher for 4 years
Eligibility	: PBET/LET/RA 1080 Teacher
Training Requirements	: 24 hours relevant training

**JOB DESCRIPTION:**

Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.



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Vacant Position	: MASTER TEACHER II
Item Number	: OSEC-DECSB-MTCHR2-570005-2005
Salary Grade	: 19
Education Requirements	: Bachelor of Elementary Education (BEED) or bachelor's degree plus 18 professional units in Education, and 24 units for a Master's degree in Education or its equivalent
Experience	: 1 year as master Teacher I or 4 years as Teacher III
Eligibility	: PBET/LET/RA 1080 Teacher
Training Requirements	: 4 hours relevant training

**JOB DESCRIPTION:**

Perform 30-50% teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, research, community linkages, professional development and provided at least 20% assistance to school head in program implementation

2. All interested qualified applicants and previous applicants may file their application through the Schools Division Superintendent, DepEd, Dapitan City, received at the Division Records unit, attached therewith the following documents, one (1) photocopy each to be fastened at the top of a *plain white folder* arranged as listed on or before **AUGUST 21, 2023, 5:00 PM.**
  - a. Letter of intent (addressed to the Schools Division Superintendent)
  - b. Duly accomplished **Personal Data Sheet** (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
  - c. Photocopy of valid and updated PRC License/ID, if applicable
  - d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable
  - e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
  - f. Photocopy of Certificate/s of Training, if applicable
  - g. Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable
  - h. Photocopy of latest appointment, if applicable
  - i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
  - j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form
  - k. Other documents as may be required for comparative assessment  
Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Learning and Development reckoned from the date of last issuance of appointment

Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled.
3. **Applicants are expected to :**
  - **Bring all original documents for verification purposes.**
  - **Submit one set of documents for every position he/she is applying for.**
4. Please be informed that late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this office.
5. **For applicants thru email**, kindly scan your documents before sending and put it in one (1) folder with a filename (ex: ADAS3 Juan de la cruz) and send it to [depeddapitan365@gmail.com](mailto:depeddapitan365@gmail.com).

For information and dissemination.



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