



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. 508 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**
OIC-Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : **ANNOUNCEMENT FOR THE OPENING OF MASTER TEACHER I (ELEM), HEAD TEACHER II (ELEM) AND CHIEF EDUCATION SUPERVISOR (CID) POSITIONS**

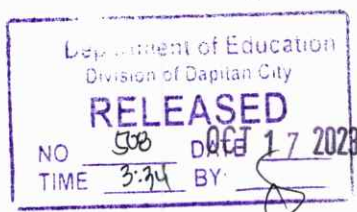
DATE : **OCTOBER 16, 2023**

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	: MASTER TEACHER I (ELEM)
Item Number	: OSEC-DECSB-MTCHR1-570117-2017
Education Requirements	: BEED or Bachelor's Degree plus 18 professional units for a Master's degree in Education or its equivalent
Training	: 46 hours of relevant training
Experience	: 3 years relevant experience
Eligibility	: PBET/LET/RA 1080 Teacher

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.



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Vacant Position	: HEAD TEACHER II
Item Number	: OSEC-DECSB-HTEACH2-570144-1998
Education Requirements	: Bachelor's Degree in Elementary Education; or Bachelor's degree with 18 professional
Training	: 24 hours of relevant training
Experience	: Head Teacher for 1 year or Teacher In-charge for 1 year or Teacher for 4 years
Eligibility	: PBET/LET/RA 1080 Teacher

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.

Vacant Position	: CHIEF EDUCATION SUPERVISOR (CID)
Item Number	: OSEC-DECSB-CES-570049-2014
Education Requirements	: Masters degree in Education or other relevant Masters degree
Training	: 24 hours training in Management
Experience	: 4 years relevant experience in management and supervision
Eligibility	: PBET/LET/RA 1080 Teacher

JOB DESCRIPTION:

- To provide strategic and technical inputs towards the full implementation of the articulated basic education curriculum standards, localization and indigenization of the articulated curriculum to suit the conditions and context ensuring access to quality and varied learning resources.
 - To direct and manage the work of the CID team that will help manage curriculum implementation in the schools technical assistance to the schools in line with the curriculum and learning management.
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 **OCTOBER 31, 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



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- 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.

For information and dissemination.



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