



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

Office of the Schools Division Superintendent

May 17, 2024

DIVISION MEMORANDUM

NO. 297 s. 2024

ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR MASTER TEACHER I
(elem)

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

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**
Item Number : OSEC-DECSB- MTCHR1-571038-1998
Salary Grade : 18
Education Requirements : Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent
Eligibility : PBET/LET/RA 1080 Teacher
Experience : 3 years relevant experience
Training Requirements : None Required

JOB DESCRIPTION:

1. 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 **MAY 31, 2024, 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





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- 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. (You may download the Checklist Requirements in this link <http://tinyurl.com/checklistrequirements>)
- 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.

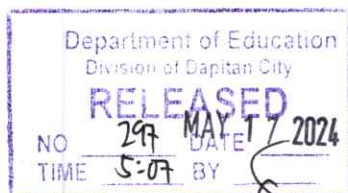
3. **Applicants are expected to :**

- **Bring all original documents for verification purposes.**
- **Submit one set of documents for every position he/she is applying for.**

4. For applicants who opt to send their application through email, you may send your application to depeddapitan365@gmail.com, in a PDF file using this sample format: **DELACRUZ, JUAN_AOII.**
5. For guidance as to the criteria and computation of points, please refer to **MECS Order No. 10, s. 1979** for **Master Teacher** position.
6. Please be informed that late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this office.

For information and dissemination.


DANNY B. CORDOVA, EdD, CESO VI
Schools Division Superintendent



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