

### Republic of the Philippines

## Department of Education

#### REGION XI SCHOOLS DIVISION OF DAVAO ORIENTAL

#### Office of the Schools Division Superintendent

DIVISION MEMORANDUM No. **056**, s. 2024

# CALL FOR APPLICATION FOR SENIOR HIGH SCHOOL MASTER TEACHER II POSITION

To

Assistant Schools Division Superintendent

Chief Education Supervisors Education Program Supervisors Public Schools District Supervisors Public Secondary School Heads

Human Resource Merit Promotion and Selection Board

All Others Concerned

1. This Office announces the opening of application for Senior High School Master Teacher II position (1 vacant item) with the following basic Qualification Standards.

POSITION	ITEM NO.	SALARY GRADE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY				
Master	OSEC-DECSB-	19	TVL TRACK							
Teacher II	MTCHR2-		*Bachelor's	*At least NC II	*1 year of	RA 1080				
(Senior High	750105-2016		degree; or	plus TMC I	teaching	(Teacher)				
School)			completion of	*Appropriate to	experience and 1	<b>(</b> · · · · · · · · · · · · · · · · · · ·				
			technical-	the specialization	year of relevant					
			vocational		industry work					
			course(s) in the		experience					
			area of		ļ					
			specialization							
			ARTS & DESIGN TRACK							
			* Bachelor's	*8 hours training	*4 years relevant					
			degree with a	to the courses in	teaching/industr					
			major in field(s)	the track	y work					
			under the Track or		experience					
			any Bachelor's							
			degree plus at							
			least 18 units of							
			specialization in the relevant							
			subject; and 24							
			units for a							
	į		Master's degree in							
			fields under the							
			Strand							
			ACADEMIC TRACK & CORE SUBJECTS							
			* Master's degree	*12 hours	*5 years of					
			in relevant	training to the	relevant					
			strand/subject	3	teaching; or 5					



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Official Website: https://depeddavor.com/



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	courses in the track	years of industry work experience					
SPORTS TRACK							
* Bachelor's degree with a major in field(s) under the Track or any Bachelor's degree plus 15 units of specialization in fields under the Track	*4 hours training to the courses in the track	*1 year relevant teaching/industr y work experience					

- 2. Please be informed that in the ranking and appointment of Master Teachers, the guidelines stipulated in MEC Order No. 10, s. 1979, "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers" and DECS Order No. 57, s. 1997, "Further Implementation of the Career Progression System for Master Teachers", shall be strictly followed.
- 3. Secondary Schools shall pre-evaluate the documents of the applicants and submit to the Records Section on or before May 31, 2024
- 4. Interested and qualified applicants, regardless of gender, civil status, disability, religion, ethnicity, or political affiliation shall submit the following documents, to be placed in a LONG WHITE FOLDER, to wit:
  - a. Application Letter stating the position applied to
  - b. Duly Accomplished Personal Data Sheet
  - c. Updated Service Record
  - d. Last Approved Appointment
  - e. Performance Rating
    - i. 2020-2021
    - ii. 2021-2022
    - iii. 2022-2023
  - f. Transcript of Records for Baccalaureate and post-graduate studies
  - g. Authenticated PRC License
  - h. Other documentary evidence that can be credited in the set criterion (attached the Evaluation Sheet for Master Teachers)

Any false and fraudulent document submitted shall be grounds for disqualification of application.

- 5. The details on how to assign the points for each criterion are found in the attached enclosures which align with MEC No. 10, s. 1979.
- 6. Immediate and wide dissemination of this Memorandum is earnestly desired.

DEPED SDO-DAVAO ORIENTAL
RECORDS SECTION
BY
DATE :MAY 1 4 2024

DR. JOSEPHINE L. FADUL
Schools Division Superintendent

OSDS/dr



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#### **EVALUATION SHEET FOR RANKING MASTER TEACHERS**

Division: Davao Oriental For	District: School:						
ror							
	NAME OF TEACHER APPLICANT/S						
				<u> </u>			
CRITERIA	<b></b>						
CS Eligibility	<del> </del>	-			<del> </del>		
Educational Qualification							
Performance Rating (last 2 years)							
Regular Teaching Load (No. Min) Minimum Requirements (points):			<b></b>	<b> </b>	ļ		
MT I= 25 pts, MT II = 30 pts, MT III = 45pts							
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And the second s						<u> </u>	
Curriculum or instructional materials		<del> </del>	ļ	<b> </b>	<del> </del>	-	
Effective teaching techniques or strategies							
Simplification of work as in reporting system,							
record keeping etc., or prodedures that resulted in cost reduction		<b></b>	<b> </b>		ļ!	<b></b>	
A woorthwhile Income Generating Project for	<del>                                     </del>					<b> </b>	
pupils given due recognition by the higher							
officials of the division.							
Attachments: > Letter request to the SDS for the approval	<u> </u>	<u> </u>	<u> </u>			<u> </u>	
> Project Proposal/Work Plan	<del>                                     </del>	<b> </b>		<u> </u>	<b> </b>	<del> </del>	
> Division Memorandum					<del> </del>	<del> </del>	
> Accomplishment/Financial Report							
> Certification corroborated by 5 Teachers							
> MOV's (as specified by the committee)	<b></b>	<b> </b>	<u> </u>	-	ļ	<b> </b>	
Attachments:  > Designation Order ( 2 consecutive years)		[					
> Designation Order ( 2 consecutive years) > Division Memorandum	<b></b>			<u> </u>	<u> </u>	<del></del>	
> Certification corroborated by 5 teachers					<del>                                     </del>		
> Accomplishment Report (Division Format)							
> MOV's (Attendance Sheets, Memorandum,							
Minutes of the Meeting, Checklist, all duly noted by the School Head, 2 page collage		<del> </del> -	<b> </b>	<b></b>		<del> </del>	
type pictorials)		<del> </del>				<del> </del>	
Attachments:	<b> </b>	ļ		ļ	ļ	<b> </b>	
> Cetification for serving as adviser of any special school	<b></b>	<b> </b>		<del> </del>		ļ	
organization for one year corroborated by 5 teachers and duly notarized							
> Designation as adviser in the form of a School Memorandum		1					
> Accomplishment Report with MOVs and 2 page collage					ļ		
type pictorials					1		
		l!	l!	<b>i</b>			
Attachments:							
> Certification for serving as Chairman of a Special Committee to prepare instructional materials corroborated by 5 teachers and duly notarized							
> Designation in the form of a school memorandum					<u> </u>	<del> </del>	
> Accomplishment Report					<del>                                     </del>		
> Report of the finished instructional materials pursuant to the school memorandum							
Committee, Sports Program Committee, Cultural Program Committee, Sports Program Committee, Cultural Program Committee, etc.							
Attachments: > Approved Training Design w/ Training Matrix							
> Approved Training Design W/Training Matrix > Activity Completion Report (Division Format)	<b> </b>	<b> </b>	<b> </b>	<u> </u>		<b></b>	
> Certificate of Recognition			<del> </del>	<b> </b>		<del> </del>	
> MOV's (Attendance Sheets, Evidence of							
Trainings Output, 2 page collage type							
pictoriais)	, · · · · · · · · · · · · · · · · · · ·	,	. '	4	1	1	

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100 37 3866						
Ten (10) points for a book and One (1) point						
tor each article on education						
a. Sole authorship = 10 pts						
b. Co-authorship = 5 pts c. Article = 1 pt						
Attachments:						
> Copy of the article/s						
> Certification of Completion (Division LRM)	<del></del>					
> Certificate of Recognition by the SDS						
and the second						
For participation as member of such						
activity (/pts) Attachments:						
> Letter request to the SDS to conduct						
an Action Research						
> Approved Research Proposal						
> Research Report						
I rainor or coach of contestants who						
received prizes, commendations, or any form						
of recognition: a. National Winner = 10 pts						
b. Regional Winner = 5 pts	-					<b></b>
c. Division Winner = 3 pts						
d. District Winner = 1 pt						
Athletic coach of athletes or teams who won						
prizes as tollows:						
a. National Winner = 10 pts						
b. Regional Winner = 5 pts						
c. Division Winner = 3 pts						
d. District Winner = 1 pt						
3. Entry to Davor LIPAD/ I AAMSIE						
(Division Initiative Awards and Recognition)	·				ļ	
a. Agila Winner = 5 pts b. Division Level (Overall Winner) = 4 pts			<u> </u>			
c. Division Level (per learning Areas) = 3 pts				<del> </del>		
d. District Level = 2 pts						
e. School Level = 1 pt			<u> </u>			
4. Evaluator (Language and Content Editor ) or						
illustrator or Layout Artist of the divisionally						ì
initiated Learning Materials					i	
a. Regional Level – 5 pts						
b. Division Level – 3 pts						
c. District Level – 1 pt						
5. Trainor/Coach/Coordinator of Boy/Girl Scout						
Competitions:						
a. National Winner = 10 pts						
b. Regional Winner = 5 pts						ļ
c. Division Winner = 3 pts d. District Winner = 1 pt		<u> </u>			<b></b>	ļ
Attachments:		ļ	ļ		<b>-</b>	
> Certificate of the Award					<b> </b>	<del>                                     </del>
> District/Division/Regional/National Bulletin					<del>                                     </del>	
> Memorandum					1	
> Pictonals						
Consultant/Resource Speakership in						
Trainings/Seminars						
a. National Winner = 5 pts	<del></del>		<del> </del>		<u> </u>	
b. Regional Winner = 4 pts			<del> </del>			
•						
c. Division Winner = 3 pts			ļ			
d. District Winner = 2 pts						
a. School vyinner = 1 pt						
Attachments:						
> Certificate of Recognition						
> Memorandum from any level						
> Certification for serving as Consultant/Resource Speaker			l			
corroborated by 5 teachers and duly notarized						
> MOV's (attendance sheet, 2 page collage type pictorials						
	<u> </u>	<u> </u>	L			i

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Attachments:					
> Certification as Coordinator of a Community Project for					
atleast 2 years corroborated by atleast 5 teachers and duly					
notarized (cert. be signed by Principal and Brgy Capt.					
> Designation as Coordinator of a community Project in the					
Form of a Memorandum		_			
> Letter Request to the Barangay Captain to conduct a					
Community Project				į	
> Project Proposal (to be signed by the Division SDS/ASDS					
or any authories representatives					
> Accomplishment Report					
TOTAL POINTS					
RANK					
DIVISION EVALUATION COMMITTEE FOR MASTER TEACHERS					

**EVALUATED BY: DIVISION EVALUATION COMMITTEE** 

**CONCURRENCE (HRMPSB):** 

CHONA L. ROJAS Administrative Officer IV Member

EMMA O. RABUYA Member

ERNESTO H. CABANES EMMA O. RABUYA ERNESTO H. CABANES

Administrative Officer V SGOD-Chief Education Supervisor Member

ESTER JEAN U. PELAYO, EdD CID-Chief Education Supervisor Member

PHOEBE GAY L. REFAMONTE, CESO VI Assistant Schools Division Superintendent Chairman

APPROVED:

DR. JOSEPHINE L. FADUL Schools Division Superintendent