



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.

Table with 7 columns: POSITION, ITEM NO., SALARY GRADE, EDUCATION, TRAINING, EXPERIENCE, ELIGIBILITY. It details requirements for Master Teacher II (Senior High School) across TVL, Arts & Design, and Academic tracks.



Address: Government Center, Dahican, Mati City
Contact No.: (087) 388-3372
Email Address: davao.oriental@deped.gov.ph
Official Website: https://depeddavor.com/



"Where the Sunrise Beckons the Sweetest Smile"

| | | | | | | |
|---------------------|--|--|---|---|--|--|
| | | | | 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/industry 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
RELEASED
BY: *[Signature]*
DATE: **MAY 14 2024**

2:25 P.M

[Signature]
DR. JOSEPHINE L. FADUL
Schools Division Superintendent

OSDS/cr



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EVALUATION SHEET FOR RANKING MASTER TEACHERS

Division: Davao Oriental
 For _____

District: _____
 School: _____

| CRITERIA | NAME OF TEACHER APPLICANT/S | | | | | |
|---|-----------------------------|--|--|--|--|--|
| | | | | | | |
| CS Eligibility | | | | | | |
| Educational Qualification | | | | | | |
| Performance Rating (last 2 years) | | | | | | |
| Regular Teaching Load (No. Min) | | | | | | |
| Minimum Requirements (points): | | | | | | |
| MT I= 25 pts, MT II = 30 pts, MT III = 45pts | | | | | | |
| | | | | | | |
| 1. Curriculum or instructional materials | | | | | | |
| 2. Effective teaching techniques or strategies | | | | | | |
| 3. Simplification of work as in reporting system, record keeping etc., or prodedures that resulted in cost reduction | | | | | | |
| 4. A woorthwhile Income Generating Project for pupils given due recognition by the higher officials of the division. | | | | | | |
| Attachments: | | | | | | |
| > Letter request to the SDS for the approval | | | | | | |
| > Project Proposal/Work Plan | | | | | | |
| > Division Memorandum | | | | | | |
| > Accomplishment/Financial Report | | | | | | |
| > Certification corroborated by 5 Teachers | | | | | | |
| > MOV's (as specified by the committee) | | | | | | |
| | | | | | | |
| Attachments: | | | | | | |
| > Designation Order (2 consecutive years) | | | | | | |
| > Division Memorandum | | | | | | |
| > Certification corroborated by 5 teachers | | | | | | |
| > Accomplishment Report (Division Format) | | | | | | |
| > MOV's (Attendance Sheets, Memorandum, Minutes of the Meeting, Checklist, all duly noted by the School Head, 2 page collage type pictorials) | | | | | | |
| | | | | | | |
| Attachments: | | | | | | |
| > Certification for serving as adviser of any special school organization for one year corroborated by 5 teachers and duly notarized | | | | | | |
| > Designation as adviser in the form of a School Memorandum | | | | | | |
| > Accomplishment Report with MOVs and 2 page collage type pictorials | | | | | | |
| | | | | | | |
| 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 | | | | | | |
| > Accomplishment Report | | | | | | |
| > Report of the finished instructional matenals pursuant to the school memorandum | | | | | | |
| Other Committees: Reading Program Committee, Cultural Committee, Sports Program Committee, Cultural Program Committee, etc. | | | | | | |
| | | | | | | |
| Attachments: | | | | | | |
| > Approved Training Design w/ Training Matrix | | | | | | |
| > Activity Completion Report (Division Format) | | | | | | |
| > Certificate of Recognition | | | | | | |
| > MOV's (Attendance Sheets, Evidence of Trainings Output, 2 page collage type pictorials) | | | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
| 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 | | | | | | |
| > Project Proposal (to be signed by the Division SDS/ASDS or any authorities 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
Administrative Officer V
Member

ERNESTO H. CABANES
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