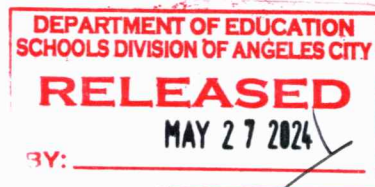




Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OF ANGELES CITY



27 May, 2024

DIVISION MEMORANDUM
 NO. 205, s. 2024

RECRUITMENT, SCREENING AND SELECTION FOR PROMOTION TO MASTER TEACHER I POSITION IN ELEMENTARY LEVEL AND MASTER TEACHER I, TEACHER III AND TEACHER II POSITIONS IN SENIOR HIGH SCHOOL LEVEL

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

- To facilitate the promotion of teachers within this Division, this Office hereby announces the vacant Master Teacher I position in the Elementary Level and Master Teacher I, Teacher III and Teacher II positions in Senior High School Level.
- The schedule of activities relative to the conduct of recruitment process are as follows:

Activities	Date	Time	Venue/ Attendees
Deadline of Submission	June 3, 2024	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	June 5-6, 2024	8:00am - 5:00pm	Personnel Unit
Division Open Ranking	To be announced		

- The CSC Qualification Standard and Job Description of the said positions are stated below:

POSITION PROFILE	
Position Title: Master Teacher I (Elementary Level)	Salary Grade: 18 Monthly Salary: P 46,725.00
Station of Deployment: Gueco Balibago ES, Salapungan ES, Apung Guidang ES, M. Nepomuceno ES, Pampang ES, and Jose P. Dizon ES	
CSC QUALIFICATIONS:	
Education:	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
Experience:	3 years relevant experience
Training:	None Required
Eligibility:	PBET/Teacher/RA 1080 (LET)
JOB SUMMARY: Performs full teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, professional development, research,	



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community linkages, (professional development) and provided at least 20% assistance to school head in program implementation.

POSITION PROFILE	
Position Title: Master Teacher I (2 vacant items)	Salary Grade: 18 Monthly Salary: P46,725.00
Station of Deployment: Senior High Schools	
CSC QUALIFICATIONS UNDER ACADEMIC TRACK :	
Education:	Master's degree in relevant strand/subject
Experience:	4 years of relevant teaching/industry work experience
Training:	8 hours of training relevant to the subject area of specialization
Eligibility:	RA 1080 (Teacher) /LET/PBET
CSC QUALIFICATIONS UNDER SPORTS TRACK:	
Education:	Bachelor's degree with a major in field (s) under the track; or any Bachelor's degree plus 18 units of specialization in the strand; and 18 units for Master's degree in fields under the track.
Experience:	3 years relevant teaching/industry work experience
Training:	8 hours of training relevant to the courses in the Strand
Eligibility:	RA 1080 (Teacher) /LET/PBET
CSC QUALIFICATIONS UNDER TVL TRACK:	
Education:	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization
Experience:	1 year of relevant teaching and 6 months or relevant industry work experience
Training:	At least NC* II + TMC** I *Appropriate to the specialization
Eligibility:	RA 1080 (Teacher) /LET/PBET

POSITION PROFILE	
Position Title: Teacher III (6 vacant items)	Salary Grade: 13 Monthly Salary: P31,320.00
Station of Deployment: Senior High Schools	
CSC QUALIFICATIONS UNDER ACADEMIC TRACK :	
Education:	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject
Experience:	1 year of relevant teaching/industry work experience
Training:	4 hours of training relevant to the subject area of specialization
Eligibility:	RA 1080 (Teacher) /LET/PBET



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CSC QUALIFICATIONS UNDER SPORTS TRACK:	
Education:	Bachelor's degree with a major in field (s) under the track; or any Bachelor's degree plus 18 units of specialization in fields under the track
Experience:	2 years relevant teaching/industry work experience
Training:	4 hours of training relevant to the courses in the Strand
Eligibility:	RA 1080 (Teacher) /LET/PBET
CSC QUALIFICATIONS UNDER TVL TRACK:	
Education:	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization
Experience:	1 year of relevant teaching or 1 year of industry work experience
Training:	At least NC* II + TMC** I *Appropriate to the specialization
Eligibility:	RA 1080 (Teacher) /LET/PBET

POSITION PROFILE	
Position Title: Teacher II (6 vacant items + 6 anticipated vacancies)	Salary Grade: 12 Monthly Salary: P29,165.00
Station of Deployment: Senior High Schools	

CSC QUALIFICATIONS UNDER ACADEMIC TRACK :	
Education:	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject
Experience:	None Required
Training:	None Required
Eligibility:	RA 1080 (Teacher) /LET/PBET

CSC QUALIFICATIONS UNDER SPORTS TRACK:	
Education:	Bachelor's degree with a major in field (s) under the track; or any Bachelor's degree plus 15 units of specialization in the relevant subject
Experience:	1 year relevant teaching/industry work experience
Training:	4 hours of training relevant to the courses in the Strand
Eligibility:	RA 1080 (Teacher) /LET/PBET

CSC QUALIFICATIONS UNDER TVL TRACK:	
Education:	Bachelor's degree; or a completion of technical-vocational course(s) in the area of specialization
Experience:	6 months of relevant teaching or 6 months of industry work experience
Training:	At least NC* II + TMC** I *Appropriate to the specialization
Eligibility:	RA 1080 (Teacher) /LET/PBET



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4. All interested and qualified applicants may register through this link: <https://bit.ly/RegVacantPositions> and may submit the photocopied documentary requirements as provided in DepEd Order No. 7 s. 2023, Annex C (Checklist of Requirements), at the Records Unit. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.
5. **Applicants who are included in the Rank List for Master Teacher I position in the Elementary Level last November 23, 2023 and in the Rank List for Teacher III and Teacher II positions in the Senior High School level last April 18, 2024, are allowed to submit their Letter of Intent and additional documents for updating of their scores within the indicated timeline.**
6. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted. Any false and fraudulent document shall be grounds for disqualification.
8. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking and which shall be posted in three (3) conspicuous physical places concealing the applicant's personal information in accordance with RA No. 10173, otherwise known as the Data Privacy Act of 2012.
9. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on **DepEd Order No. 66 s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions"** and **MEC Order No. 10 s.1979, "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers"**.
10. The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.



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11. Immediate dissemination of this Memorandum is desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT
PROMOTIONS
RECRUITMENT

CLM/AOIV/May 27, 2024 *W*



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
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 available			
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 deadline of submission, 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, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and 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			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.