
	<p align="center">Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City</p>		<p>Document Code: SDO-QF-OSDS-PER-023 Revision: 00 Effectivity date: 10/31/2018</p>
	<p align="center">ANNOUNCEMENT OF VACANT POSITIONS</p>		<p>BY: _____ Name of Office: OSDS-PERSONNEL</p>

DEPARTMENT OF EDUCATION
 SCHOOL - ANGELES CITY
RECEIVED
 JUN 17 2020
 BY: _____



June 16, 2020

POSITION TITLE	PLANTILLA ITEM NUMBER
➤ Master Teacher I (To be deployed at Sapalibutad ES)	OSEC-DECSB-MTCHR1-151195-1998
➤ Master Teacher I (To be deployed at Marisol Bliss ES)	OSEC-DECSB-MTCHR1-150179-1999
➤ Master Teacher I (To be deployed at Cuayan ES)	OSEC-DECSB-MTCHR1-151217-1998
➤ Master Teacher I (To be deployed at AG Tinio ES)	OSEC-DECSB-MTCHR1-151192-1998
➤ Master Teacher II (To be deployed at E.M. Ganzon ES)	OSEC-DECSB-MTCHR2-150883-1998
➤ Master Teacher II (To be deployed at M. Nepomuceno ES)	OSEC-DECSB-MTCHR2-150866-1998
➤ Master Teacher II (To be deployed at Salapungan ES)	OSEC-DECSB-MTCHR2-150857-1998
➤ Master Teacher II (To be deployed at Sto. Rosario ES)	OSEC-DECSB-MTCHR2-150867-1998
➤ Elementary School Principal III	OSEC-DECSB-SP3-150162-2010
➤ Elementary School Principal III	OSEC-DECSB-SP3-150161-2010
➤ Elementary School Principal II	OSEC-DECSB-SP2-150538-2010
➤ Asst. School Principal II (SHS)	OSEC-DECSB-ASP2-150070-2016

Note: Master Teacher I items to be vacated for Master Teacher II shall be deployed at the following schools: Cutud ES, Pineda-Gutierrez ES, EPZA Rest. ES, AMSIC IS

QUALIFICATION STANDARD:

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Master Teacher II	Master's Degree in Elementary Education; or Bachelor's degree with 18 professional units in Education; and 24 units for a Master's degree in education or its equivalent.	1 yr. as Master Teacher I or 4 yrs. as Teacher III	4 hrs. of relevant training	RA 1080/PBET/LET
Master Teacher I	Master's Degree in Elementary Education; or Bachelor's degree with 18 professional units in Education; and 18 units for a Master's degree in education or its equivalent.	3 yrs. of relevant experience	None Required	RA 1080/PBET/LET
School Principal III	Bachelor's degree in Elementary Education (BEED); or Bachelor's degree w/ 18 professional educ. Units plus 6 units of management.	2 years as Principal	40 hrs. of relevant training	RA 1080/PBET/LET

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School Principal II	Bachelor's degree in Elementary Education (BEED); or Bachelor's degree w/ 18 professional educ. Units plus 6 units of management.	1 year as Principal	40 hrs. of relevant training	RA 1080/PBET/LET
Asst. School Principal II	Bachelor's degree in Secondary Education; or its equivalent w/ a major & minor, or Bachelor's degree in Arts and Sciences w/ at least 18 professional educ.	2 years of relevant experience	8 hrs. of relevant training	RA 1080/PBET/LET

All interested applicants who meet the basic qualification standards may submit their letter of intent indicating the specific position being applied for in two (2) separate sealed envelopes; **Folder 1:** CSC Form 212, TOR, Service Record and **Folder 2:** CSC Form 212, TOR, Service Record, and other pertinent documents, to the **Records Unit**, DepEd Division of Angeles City, Jesus Street, Pulungbulu, Angeles City.



Last date of submission of application is on **July 2, 2020 not later than 5:00 p.m. Division Open Ranking shall be via Google Meet, to be announced at a later date, depending on the number of applications.**

Reference: See attached worksheet, for your guidance.

Note: Please ensure that the photocopied documents submitted are certified by authorities concerned otherwise said documents will not be honored.




MA. IRELYN P. TAMAYO, PhD, CESE
 Asst. Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

REVISED WORKSHEET (V2)

	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Putungbulu, Angeles City		Document Code: SDO-QF-OSDS-ASDS-007 Revision: 00 Effectively date: 10/31/2018
	WORKSHEET FOR RANKING OF MASTER TEACHERS		Name of Office: OSDS - ASDS



by the PSDS/ Cluster Chairman and evidences of the effectiveness of the C/IMs as attested by the EPS concerned (3pts)		
2. Effective Teaching Techniques/Strategies <ul style="list-style-type: none"> • Proposal to introduce a teaching technique/strategy approved by the SDS • Demonstration of the Methodology on the use of the technique/ strategy certified by the EPS and approved by the SDS • Certification that the technique/strategy was used and proven to be effective in the school signed by School Head. A comparative report of Pupils'/ students' performance should be presented. • Certification that the technique/strategy was used and proven effective in the district/cluster signed by PSDS/Cluster Chairman 	Basic Requirement 10 pts 5 pts 5 pts	
3. Simplification of work or procedure that resulted in cost reduction. <ul style="list-style-type: none"> • Proposal to use a system/procedure that will simplify work and reduce cost approved by the SDS. • Demonstration of the Methodology of the system/procedure certified by the School Head • Certification by the School Head that the system/procedure was adopted by the school and proven to simplify work and reduced cost. A comparative report on cost incurred should be presented. • Certification that the system/procedure was adopted and used by the district/cluster and proven to simplify work and reduced cost signed by PSDS/Cluster Level Chairman. 	Basic Requirement 10 pts 5 pts 5 pts	
4. Worthwhile income generating project for pupils/students		
Implementation in School Level <ul style="list-style-type: none"> • Project proposal/feasibility study approved by the SDS • Certification by SDS that project was undertaken in the school with in inclusive period with the following evidences <ul style="list-style-type: none"> ✓ List of pupil/student beneficiaries ✓ Records of benefits/shares given to pupils/students duly acknowledged by them ✓ Pictures documenting activities ✓ Accomplishment Report • Implementation is District/Cluster Level 	Basic Requirement Basic Requirement 3.75 pts 3.75 pts 3.75 pts 3.75 pts Basic Requirement Basic Requirement	

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<ul style="list-style-type: none"> Project proposal/feasibility study approved by the SDS Certification by SDS that project was undertaken in the District/Cluster Level with inclusive period with the following evidences; <ul style="list-style-type: none"> ✓ List of pupil/student beneficiaries ✓ Records of benefits/shares given to pupils/students duly acknowledged by them ✓ Pictures documenting activities ✓ Accomplishment Report 	Basic Requirement 5 pts 5 pts 5 pts 5 pts	
B. Served as Maximum – 12 pts.		
B.1. Served as Subject Coordinator or Grade/Year Chairman for at least one (1) year.		
<ul style="list-style-type: none"> Designation signed by the School head with effectivity date. For District/Cluster Level, the PSDS/Cluster Chairman recommends the designation to the SDS. Certification signed by the School Head /PSDS/Cluster Chairman with inclusive period. Action Plan approved by the School Head/Cluster Chairman/PSDS Accomplishment Report noted by the School Head/ PSDS/Cluster Chairman. 	Basic Requirement Basic Requirement 4 pts 4 pts 4 pts	
B.2. Served as Adviser of School Publication for at least 2 years. Maximum –12pts.		
<ul style="list-style-type: none"> Designation signed by the School Head with effectivity date. Certification signed by the School Head with inclusive period. Copies of school papers published within 2 years 	Basic Requirement 6 pts 6 pts	
B.3. Adviser of School Organization for at least 2 years. Maximum – 12 pts.		
<ul style="list-style-type: none"> Designation signed by the School Head with effectivity date Certification signed by the School Head with inclusive period. Action Plan noted by School Head List of officers/members of the school organization Accomplishment Report supported by documents and attested by the School Head. 	Basic Requirement 3 pts 3 pts 3 pts 3 pts	
C. Designated as Chairman of a Special Committee. Maximum – 12 pts.		
1. To prepare instructional materials <ul style="list-style-type: none"> Designation as a Chairman of a Special Committee by the School Head Certification signed by the School Head Accomplishment Report of the Special Committee 	Basic Requirement 6 pts 6 pts	
2. To study the curriculum <ul style="list-style-type: none"> Letter addressed to the School head/PSDS/cluster Chairman/SDS as the case maybe requesting approval of proposal to study the curriculum and the special 	Basic Requirement	

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committee chaired by the Teacher with the members <ul style="list-style-type: none"> • Certification signed by the School Head/PSDS/Cluster Chairman/SDS as the case maybe. • Report/Findings of the special committee with recommendations noted by the School head/PSDS/Cluster Chairman/SDS as the case maybe. 	6 pts	
3. To prepare school class programs <ul style="list-style-type: none"> • Designation as a Chairman of a Special Committee by the School Head to prepare the Gen. Intermediate Class Program/ School Class Program for a specific school year. (5 Classes in Gr. V & 5 Classes in Gr. VI) • Gen. Intermediate Program/ School Program signed by the Committee and approved by the PSDS for elementary and the ASDS for Secondary. 	6 pts	Basic Requirement
D. Initiated or headed an Educational Research Activity either for the Improvement of Instruction, Community Development of Teacher Welfare. Maximum – 12 pts.		
D.1. Project Proposal duly approved by authorities SDS D.2. Proof of Implementation, Designation as Project Implementor D.3. Result of Research Activity D.4. Utilization of Results of the Study	3 pts 3 pts 3 pts 3 pts	
For participation: <ul style="list-style-type: none"> • Certification that teacher was a member of the research activity (Activity Proposal & Research Paper must also be presented) 	7 pts	
E. Coordinator of Community Project or Activity, Program of another Agency, Rural Service Improvement for at least 2 years. Maximum – 12 pts.		
<ul style="list-style-type: none"> • Letter designating the teacher as a Project Coordinator or by Project Chairman • Certification signed by the Barangay Chairman or Head of Agency with inclusive period. • Work/Action Plan of the Barangay Chairman or head of Agency including the activities to be coordinated for 2 years. • Accomplishment Report attested by the Barangay Chairman or Head of Agency supported by Pictures of activities undertaken For participation: <ul style="list-style-type: none"> • Certification signed by the Barangay Chairman that the teacher participated in the activity with inclusive period. (The above cited 3 requirements must be present before this can be awarded.) 	Basic requirement 3 pts 3 pts 6 pts 7 pts	
F. Organized/ managed an in-service activity or other similar activities for at least one (1) day. Maximum 12 pts.		
	Basic Requirement	

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<ul style="list-style-type: none"> Letter addressed to the School Head/PSDS/Cluster Chairman/SDS requesting permit to organize and to manage a seminar/training with approval. Approved training design Registration/Attendance Sheet Post Training Report/Evaluation 	4 pts 4 pts 4 pts	
G. Meritorious Achievement. Maximum – 10 pts.		
1. Trainer or coach to contestants who receive prizes, with certificate duly signed by proper authority. <ul style="list-style-type: none"> International (any place) National - 1st Place 2nd Place 3rd Place Regional - 1st Place 2nd Place 3rd Place Division - 1st Place 2nd Place 3rd Place 	10 10 7 5 5 4 3 3 2 1	
2. Athletic coach of athletes or teams who won prizes with certificate duly signed by proper authority. <ul style="list-style-type: none"> National - 1st Place 2nd Place 3rd Place Regional - 1st Place 2nd Place 3rd Place Division - 1st Place 2nd Place 3rd Place Cluster/District - 1st Place 2nd Place 3rd Place 	10 7 5 5 4 3 3 2 1 1 .5 .25	
3. Coordinator of Boy Scout or Girl Scout Activities <ul style="list-style-type: none"> With certification issued by proper authority Has Program of activities duly certified by proper authority Accomplishment Report certified by proper authority National Level Regional Level Provincial Level District Level	Basic Requirement Basic Requirement Basic Requirement 10 5 3 1	
H. Authorship (10 points for a published book and 1 point for each article published in a magazine, journal, newspaper of		

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wide circulation provided it is about education)		
Wide circulation-at least Provincial Level		
Sole authorship	10	
Co-authorship	10+no. of authors	
Article	1 pt. per article	

Reminders:

1. The following basic documents should be on top of the folder and arranged chronologically according to the list:
 - a. Latest Appointment
 - b. Updated Service Records
 - c. Transcript of Records
 - d. Performance Rating for the last 2 years (original)
 - e. Individual Class Program
 - f. Certification that candidate was a demonstration teacher duly signed by the school head and attested by the district supervisor, SDS
 - g. Lesson plan used in the demo-teaching approved by the school head/SDS
2. Candidates are to submit two (2) copies of their documents (1 original and 1 photo copy of the original) in two separate folders duly arranged according to the items in the WORKSHEET FOR RANKING of MASTER TEACHERS.
3. All photo copies of the documents should be certified as true copies of the original by the school head/ PSDS.
4. Folders of documents (original and photocopies) should be properly labeled, preferably with tabbings.
5. Demonstration Teaching shall be required in case the candidate for MT 1 got at least 15 pts. or candidate for MT 2 got at least 20 points.
 - Master Teacher I
 - ✓ Copy of the lesson plan duly signed by the District Supervisor and District Subject Coordinator/Cluster Chairman
 - ✓ Certification signed by the District Supervisor/Cluster Chairman
 - Master Teacher II
 - ✓ Copy of the lesson plan duly signed by the E.P.S. 1
 - ✓ Certification signed by the E.P.S. 1