



Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

February 6, 2023

DIVISION MEMORANDUM

No. 0046, s. 2023

ACCEPTANCE OF APPLICATION FOR VACANT POSITIONS

To: Office of the Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
All Others Concerned

1. For information and guidance, the Office hereby announces the acceptance of application documents for the following vacant positions.

SECONDARY SCHOOLS

Number of Items	Position	SG	Assignment
Two (2)	Master Teacher I	18	Kapalong National High School
One (1)	Master Teacher I	18	Sawata National High School
One (1)	Master Teacher I	18	Sto. Tomas National High School

2. Applicants must meet the basic qualification standards prescribed by the Civil Service Commission (CSC).

Position Title	Education	Training	Experience	Eligibility
Master Teacher I	Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)

3. This Office highly encourages all interested qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender and expression (SOGIE), to apply. Attached is the Schedule of Recruitment and Selection Process.
4. Application documents must be placed in **WHITE** folder. Interested qualified applicants should signify their intent attached with the following documents:

1. Letter of Intent addressed to the Head of Office.
2. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable;
3. Photocopy of valid and updated PRC License/ID, if applicable;
4. Photocopy of scholastic/academic record such as but not limited to Transcript of Record (TOR) – CHED CAV, and Diploma, including completion of graduate and post-graduate units/degrees, if available;
5. Photocopy of Certificates/s of Training, if applicable;





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6. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
7. Photocopy of the Performance Ratings (last 3 rating periods), if applicable;
8. 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;
9. Other documents as may be required for comparative assessment;
10. 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;

The following criteria are to be attached with pertinent documents for leadership, potential, and accomplishments:

- 10.1 Introduces any of the following which has been adopted or used by the school or district:
 - Curriculum or instructional materials
 - Effective teaching techniques or strategies
 - Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction
 - A worthwhile income-generating project for pupils given recognition by higher officials in the division
- 10.2 Served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc. and discharged such assignment satisfactorily for at least two years provided such assignments or services are in addition to, and not considered part of, the regular teaching load.
- 10.3 Served as chairman of special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program, and discharged the work efficiently
- 10.4 Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction for community development, for teacher welfare
- 10.5 Coordination of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. for at least two years.
- 10.6 Organized/managed an in-service activity or other similar activities at least on the school level





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10.7 Credited with meritorious achievements such as

- Trainor of or coach to contestants who receive prizes, commendations or any forms of recognition
- Athletic coach of athletes or teams who won prizes
- Coordinator of Boy Scout or Girl Scout activities:

10.8 Authorship (Author of book, Co-Author of Book or Book article published);

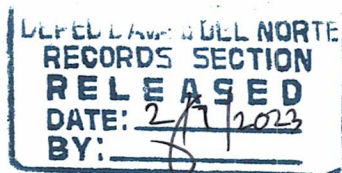
10.9 Demonstration Teaching within 5 years upon application for promotion for Master Teacher I position.

11. Photocopy of Performance Evaluation Ratings obtained from the relevant work experience, if the performance rating in Item (7) is not relevant to the position to be filed.

5. Pertinent papers of applicants shall include table of contents, should be properly earmarked and sequentially arranged.

6. For immediate and wide dissemination.

For the Schools Division Superintendent



REBECCA C. SAGOT, CESO VI

Assistant Schools Division Superintendent

Date: FEB 07 2023





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Enclosure No. 1

Schedule of Recruitment and Selection Process

Activities	Schedule	In-charge	Venue
1. Publication of vacant positions	- Master Teacher I – October 11-26, 2022 November 02-17, 2022 Nov. 21- Dec. 06, 2022 December 09-24, 2022	Admin Officer IV- HRMO	Division Office Bulletin and website
2. Acceptance of application documents	- February 06-16, 2023	Records Section/ Personnel Section	Records Section or through depeddavnor.rsp@deped.gov.ph
3. Preliminary Screening and preparation of shortlist of qualified applicants	- February 17-27, 2023	Admin Officer IV/Secretariat	Personnel Section
4. Division HRMPSB Deliberation/Online Interview and Examination	- March 01, 2023	HRMPSB	Online Modality
5. Conduct Division Background Investigation	- March 02, 2023	HRMPSB/ Secretariat	
6. HRMPSB final deliberation and preparation of Ranking of Qualified Applicants	- March 03, 2023	HRMPSB	
7. Submission of Ranked Qualified Applicants to the Appointing Authority (Schools Division Superintendent)	- March 06, 2023	HRMPSB	Office of the Schools Division Superintendent
8. Issuance of Appointments	- March 07, 2023 and onwards	Admin Officer IV- HRMO	Personnel Section
9. Posting of Issued Appointments	- March 07, 2023 and onwards	Admin Officer IV- HRMO	Division Office Bulletin and website

