



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

February 13, 2023

DIVISION MEMORANDUM

No. 0054, s. 2023

ADDENDUM TO DIVISION MEMORANDUM NO. 0046, S. 2023

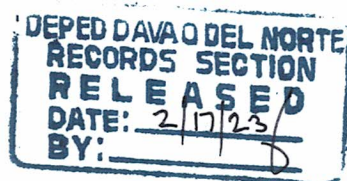
To: OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
 DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD
 ALL OTHERS CONCERNED

1. Relative to Division Memorandum No. 0046, s. 2023, it is informed that the following additional details are the subject areas in connection to the Master Teacher I (Secondary Schools) vacant positions, to wit:

| Number of Items | Position | Subject Area | SG | Assignment |
|-----------------|------------------|---------------------------|----|---------------------------------|
| One (1) | Master Teacher I | EDUKASYON SA PAGPAPAKATAO | 18 | Kapalong National High School |
| One (1) | Master Teacher I | ARALING PANLIPUNAN | 18 | Kapalong National High School |
| One (1) | Master Teacher I | SCIENCE | 18 | Sawata National High School |
| One (1) | Master Teacher I | MATH | 18 | Sto. Tomas National High School |

2. The deadline for the acceptance of applications is extended from February 16, 2023, to February 23, 2023.

3. For immediate and wide dissemination.



For the Schools Division Superintendent

[Signature]
REBECCA C. SAGOT, CESO VI
 Assistant Schools Division Superintendent





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

- Trainer 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);

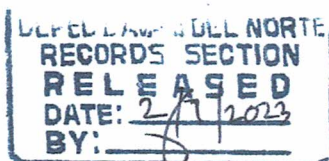
10.9 Demonstration Teaching within 5 years upon application for promotion for Master Teacher I position.

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 filled.

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





Republic of the Philippines
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Office of the Schools Division Superintendent

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 |

