



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
Ancito Siete St., Mantic, Tangub City



E-mail: tangub.city@deped.gov.ph Website: www.depedtangub.net Telephone: (088) 545-0304 Telefax: (088) (088)856-4524

March 28, 2018

DIVISION MEMORANDUM

No. 88, s. 2018

CONDUCT OF SELECTION FOR MASTER TEACHER 1 POSITION

To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Elementary School Heads
This Division

1. This office announces the Conduct of Selection of Qualified Applicants for Master Teacher 1 Position (Salary Grade 18), for Bocator Elementary School and Kimat Elementary School.
2. Per DepEd Order 66 s.2007 and MEC Order No.10 ,s.1979 , applicants to Master Teacher must have the following basic requirements:
 - a. Permanent Teacher (with Teacher Eligibility)
 - b. Bachelor's Degree for teachers or Bachelor's Degree plus 18 professional units in Education and 18 units for MA in Education or its equivalent
 - c. At least very Satisfactory performance for the last three (3) years.
 - d. At least three (3) years experience
 - e. At least 25 points in leadership potential or has been demonstration teacher in the district level with a number of points plus 15 points in leadership potential to reach the total of at least 25 points
3. Applicants shall submit documents to the receiving section of the Office addressed to the schools Division Superintendent on or before April 19, 2018, as follows:
 - a. Letter of Intent
 - b. CSC Form 212 (Revised 2017) with 2x2 ID picture;
 - c. Certified photocopy of last approved appointment ;
 - d. Updated Service Record;
 - e. Certified photocopy of Performance Rating for the last three years;
 - f Transcript of Records;
 - g. Certified photocopy of Certificates of relevant Trainings/ Seminars Scholarships, etc.
 - h. Copy of last Approved appointment
 - i. Copy of the class/Master Program indicating the no. of teaching load (current year)
 - g. Omnibus certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant.

4. In the preparation of the pertinent documents, applicants shall observe the following:

Proper arrangement, pagination, fastening and tabbing:

- The pertinent papers shall be arranged according to what are enumerated in paragraph 4 of this Memorandum. There must be a table of contents at the top of these documents and each sheet must bear a page number.
- The documents shall be fastened at the top right portion inside the folder while the tabbing, according to the table of contents (a-g) shall be at the bottom of the documents.
- Deliberation sheet shall be stapled at the inside left portion of the folder
- The applicants shall prepare two sets of pertinent documents following the above preparation.
- Applicants must bring the original copies of the documents they have submitted for the interview / deliberation at the office of the Assistant Schools Division Superintendent on a schedule which will be announced later.
- Only the qualified applicants who can attend the interview/deliberation shall be included in the rank list.

5. The Personnel Selection Board (PSB) is composed of the following:

Chairperson: Rosemarie T. Macesar – Asst. Schools Division Superintendent

Members: Margissa T.Amen – Administrative Officer V

Loromer T. Carpio - Administrative Officer 1V

Lorna C. Penonal - Education Program Supervisor, TACIDETERA
President

Myrna T. Regidor – Chief School Governance and Operations
Division (SGOD)

Carmelita A. Jubay – Chief Curriculum Implementation
Division (CID)

Sheldon F. Honculada- Principal 1, PESPA President

Nancy A. Lasmarias - School Head , Bocator ES

German C. Suminguit - TIC, Kimat ES

Secretariat:

Delma R. Denapo, Administrative Officer 11(AO11)

Eleanor M. Arabejo, Administrative Aide V1 (ADA V1)

6. Immediate dissemination of this Memorandum to all concerned is enjoined.


JEAN G. VELOSO

Assistant Schools Division Superintendent
OIC- Schools Division Superintendent

JGV/ ltc

Incl: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

RECRUITMENT SELECTION APPLICANT POLICY