MEMORANDUM TO:

Teaching Personnel
School Heads
Public Schools District Supervisors
(Pandan West District, Panganiban District, Viga West District)

In preparation for the forthcoming vacancies for Master Teacher I position in your respective district. All interested qualified applicants are advised to submit their pertinent documents for evaluation and ranking in accordance with the criteria as provided in MEC Order No. 10, s. 1979.

The qualification standards for said position are as follows: (Reference: DepED QS Manual for Unique Positions-Revised 1995).

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Grade</th>
<th>Level</th>
<th>Education</th>
<th>Experience</th>
<th>Training</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Teacher I</td>
<td>18</td>
<td>2</td>
<td>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</td>
<td>3 years of relevant experience</td>
<td>None required</td>
<td>RA 1080 (Teacher)</td>
</tr>
</tbody>
</table>

Applicants should prepare two (2) folders with the following documents:

1st Folder:
1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. Transcript of Records/Special Order
4. Updated Service Records
5. Latest Appointment
6. Certificate of Eligibility/Board Rating

2nd Folder:
1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. ISIC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records/Certificate of Employment
6. License/Board Rating or Certificate of Eligibility
7. Certification of Performance Rating for the last 3 years signed by the School Head
8. Performance Rating for the last 3 years
9. Copy of Last Approved Appointment
10. Certificate of relevant trainings/seminars attended
11. Other documents relevant to the position applied for

First folder must be sealed in an envelope (with name, contact number, school/district and position applied for) and should be stamped “Received” at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than October 24, 2019. Applicants are advised to bring the 2nd folder together with the original copies of documents on the day of evaluation.

Schedule of Evaluation are as follows:

<table>
<thead>
<tr>
<th>District</th>
<th>Date</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pandan West District</td>
<td>October 28, 2019, 8AM</td>
<td>ASDS Office</td>
</tr>
<tr>
<td>Panganiban District</td>
<td>October 29, 2019, 8AM</td>
<td>ASDS Office</td>
</tr>
<tr>
<td>Viga West District</td>
<td>October 30, 2019, 8AM</td>
<td>ASDS Office</td>
</tr>
</tbody>
</table>

For wide dissemination, guidance and compliance.