MEMORANDUM TO:

Ms. AMELIA EUSEBIO
School Principal III
Catanduanes NHS

Ms. LYRA TUSI
School Principal II
San Andres Vocational School

This Office hereby announces the vacancies for the position of Master Teacher I position, please advise all interested applicants in your respective school to submit their papers for evaluation and ranking in accordance with the criteria as provided in MEC Order No. 10, s. 1979.

1. Catanduanes NHS – Master Teacher I (English)
2. San Andres Vocational School – Master Teacher I (TLE)

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 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</td>
<td>3 years relevant experience</td>
<td>None required</td>
<td>RA 1080 (Teacher)</td>
</tr>
</tbody>
</table>

Applicants should have the following documents:

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet) revised 2017
4. Updated Service Records or Certificate of Employment
5. PRC License (for RA1080)
6. Board Rating or Certificate of Eligibility
7. Performance Rating for the last 3 rating periods
8. Copy of Last Approved Appointment
9. Transcript of Records/Special Order
10. Certificate of relevant trainings/seminars attended
11. Other documents relevant to the position applied for
Applicants should submit two (2) folders with the following documents:

1st Folder:
1. Transcript of Records/Special Order
2. Updated Service Records or Certificate of Employment
3. Certificate of relevant trainings/seminars attended (pls. attached if needed per qualification standards)
4. Latest Appointment
5. Certificate of Eligibility/Board Rating

2nd Folder:
1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC 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. Performance Rating for the last 3 years
8. Copy of Last Approved Appointment
9. Certificate of relevant trainings/seminars attended
10. Other documents relevant to the position applied for

Each folder must be sealed in a separate envelope (with name, contact number 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 July 15, 2019.

Schedule of Evaluation will be announced in a separate memorandum. Applicants are advised to bring their original documents on the day of evaluation for verification purposes.

For wide dissemination, guidance and compliance.

[Signature]
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent