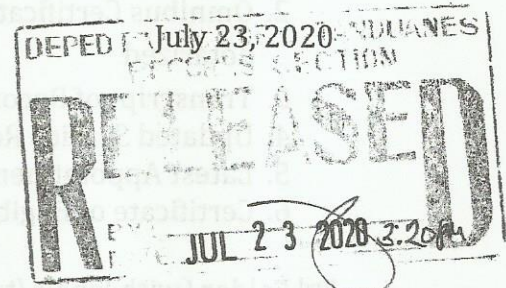




Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM
 OSDS-UM-07-23-20/MBL

TO : School Principal II
 Head Teachers & Administrative Officer IV
 Teaching Personnel
 (Catanduanes National High School)

This office hereby announces the vacancy for Master Teacher I position (for Araling Panlipunan). 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).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Master Teacher I	18	2	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	3 years relevant experience	None required	RA 1080 (Teacher)

This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."



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

1st Folder (with labels/tabblings)

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

2nd Folder (with labels/tabblings)

1. Omnibus Certification of Authenticity & Veracity of Documents duly notarized
2. CSC Form 212 (Personal Data Sheet), Revised 2017
3. Transcript of Records/Special Order
4. Updated Service Records/Certificate of Employment
5. License/Board Rating or Certificate of Eligibility
6. Certification of Performance Rating for the last 3 years signed by the Immediate Head
7. Performance Rating for the last 3 years
8. Copy of Last Approved Appointment
9. Other documents relevant to the position applied for

First and second folders 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 submit to the Office of the Asst. Schools Division Superintendent not later than **August 3, 2020**. Applicants are advised to bring their original documents on the day of evaluation.

Schedule of evaluation will be announced in a separate memorandum.

For wide dissemination, guidance and compliance.

~~DANILO E. DESPI~~
Schools Division Superintendent