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Kagawaran ng Edukasyon

REHIYON V – BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

DepEd-Division of Catanduanes
RECORDS SECTION

RELEASED

BY: [Signature] No. 179

DATE: 28 FEB 2025 TIME: 5:38

February 28, 2025

DIVISION MEMORANDUM

No. 179 s. 2025

ACCEPTANCE OF APPLICATION AND ASSESSMENT FOR MASTER TEACHER II, MASTER TEACHER I, TEACHER III AND TEACHER II POSITIONS (ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL)

TO: CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary & Secondary School Heads
All Others Concerned

1. The DepEd Schools Division Office of Catanduanes announces the acceptance of applications for school administration positions from **February 28, 2025** until **March 10, 2025**.

2. The vacancies are the following:

Position Title	Salary Grade	School/Assignment	No. of Vacancy	Plantilla Item No.
SENIOR HIGH SCHOOL				
Master Teacher I (Academic Track)	18	Senior High School	1	OSEC-DECSB-MTCHR1-390005-2016
Teacher III (Academic Track)	13	Senior High School	4	OSEC-DECSB-TCH3-390012-2018 OSEC-DECSB-TCH3-390586-2016 OSEC-DECSB-TCH3-390587-2016 OSEC-DECSB-TCH3-390594-2016
Teacher III (TVL Track)	13	Senior High School	1	OSEC-DECSB-TCH3-390011-2018
Teacher II (Academic Track)	12	Senior High School	5	OSEC-DECSB-TCH2-390031-2021 OSEC-DECSB-TCH2-390056-2020 OSEC-DECSB-TCH2-390106-2019 OSEC-DECSB-TCH2-390333-2016 OSEC-DECSB-TCH2-390347-2016
Teacher II (TVL Track)	12	Senior High School	1	OSEC-DECSB-TCH2-390948-2017
JUNIOR HIGH SCHOOL				
Master Teacher II	19	San Andres Vocational School	1	OSEC-DECSB-MTCHR2-390001-2003
Master Teacher I	18	Catanduanes National High School	1	OSEC-DECSB-MTCHR1-390223-2021
		Tubli National High School	1	OSEC-DECSB-MTCHR1-390164-2021
Teacher III	13	Antipolo NHS	1	OSEC-DECSB-TCH3-390070-2010
		Baras RDHS	1	OSEC-DECSB-TCH3-397083-1998
		Bato RDHS	2	OSEC-DECSB-TCH3-390071-2011 OSEC-DECSB-TCH3-397088-1998
		Buyo IS	1	OSEC-DECSB-TCH3-390598-2020
		Cabcab NHS	1	OSEC-DECSB-TCH3-391296-2017
		Cabugao IS	1	OSEC-DECSB-TCH3-390071-2009
		Caramoran SF	1	OSEC-DECSB-TCH3-390488-2018
		Caramoran RDHS	1	OSEC-DECSB-TCH3-390417-2017
		Catanduanes National High School	4	OSEC-DECSB-TCH3-390258-2022 OSEC-DECSB-TCH3-390491-2018 OSEC-DECSB-TCH3-390492-2018 OSEC-DECSB-TCH3-391368-2020
		Gigmoto RDHS	1	OSEC-DECSB-TCH3-397116-1998
		Hawan NHS	1	OSEC-DECSB-TCH3-390422-2017
		Lictin IS	1	OSEC-DECSB-TCH3-390813-2023
		Manambrag NHS	1	OSEC-DECSB-TCH3-390076-2011
		Mayngaway NHS	2	OSEC-DECSB-TCH3-390257-2014 OSEC-DECSB-TCH3-390515-2018



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		Palta NHS	2	OSEC-DECSB-TCH3-390213-1999 OSEC-DECSB-TCH3-398580-1998
		PSAT	1	OSEC-DECSB-TCH3-398585-1998
		Panganiban NHS	2	OSEC-DECSB-TCH3-390067-2006 OSEC-DECSB-TCH3-390714-2021
		San Jose NHS	3	OSEC-DECSB-TCH3-390044-2001 OSEC-DECSB-TCH3-390071-2006 OSEC-DECSB-TCH3-393258-2022
		San Andres Vocational School	3	OSEC-DECSB-TCH3-390235-2012 OSEC-DECSB-TCH3-394429-1998 OSEC-DECSB-TCH3-394432-1998
		San Miguel Rural Development High School	1	OSEC-DECSB-TCH3-393657-2023
Teacher II	12	Catanduanes National High School	4	OSEC-DECSB-TCH2-390085-2002 OSEC-DECSB-TCH2-390113-2009 OSEC-DECSB-TCH2-390706-2022 OSEC-DECSB-TCH2-399648-1998
		Supang Datag NHS	1	OSEC-DECSB-TCH2-390272-1999
		Viga RDHS	1	OSEC-DECSB-TCH2-390118-2000
ELEMENTARY				
Master Teacher II	19	Bagamanoc North	1	OSEC-DECSB-MTCHR2-391069-1998
		Bato West	1	OSEC-DECSB-MTCHR2-391083-1998
		Caramoran North	1	OSEC-DECSB-MTCHR2-391068-1998
		San Andres East	1	OSEC-DECSB-MTCHR2-391099-1998
Master Teacher I	18	Bagamanoc North	1	OSEC-DECSB-MTCHR1-393100-1998
		Bagamanoc South	1	OSEC-DECSB-MTCHR1-393103-1998
		Baras North	2	OSEC-DECSB-MTCHR1-393109-1998 OSEC-DECSB-MTCHR1-393110-1998
		Baras South	1	OSEC-DECSB-MTCHR1-393118-1998
		Bato East	2	OSEC-DECSB-MTCHR1-393132-1998 OSEC-DECSB-MTCHR1-393133-1998
		Pandan West	4	OSEC-DECSB-MTCHR1-393179-1998 OSEC-DECSB-MTCHR1-393180-1998 OSEC-DECSB-MTCHR1-393181-1998 OSEC-DECSB-MTCHR1-393287-1998
		Panganiban	1	OSEC-DECSB-MTCHR1-393197-1998
		San Andres West	2	OSEC-DECSB-MTCHR1-393237-1998 OSEC-DECSB-MTCHR1-393311-1998
		San Miguel South	1	OSEC-DECSB-MTCHR1-393252-1998
		Virac North	1	OSEC-DECSB-MTCHR1-393301-1998
		Virac South	2	OSEC-DECSB-MTCHR1-393265-1998 OSEC-DECSB-MTCHR1-393325-1998
Teacher III	13	Bagamanoc North	2	OSEC-DECSB-TCH3-397012-1998 OSEC-DECSB-TCH3-390239-1999
		Baras South	2	OSEC-DECSB-TCH3-393754-2023 OSEC-DECSB-TCH3-390286-2014
		Bato East	5	OSEC-DECSB-TCH3-397070-1998 OSEC-DECSB-TCH3-397033-1998 OSEC-DECSB-TCH3-397030-1998 OSEC-DECSB-TCH3-397025-1998 OSEC-DECSB-TCH3-390076-2010
		Bato West	2	OSEC-DECSB-TCH3-397042-1998 OSEC-DECSB-TCH3-397037-1998
		Caramoran North	1	OSEC-DECSB-TCH3-390559-2018
		Caramoran South	2	OSEC-DECSB-TCH3-390411-2019 OSEC-DECSB-TCH3-397078-1998
		Gigmoto	1	OSEC-DECSB-TCH3-391221-2022
		Pandan West	3	OSEC-DECSB-TCH3-397079-1998 OSEC-DECSB-TCH3-397072-1998 OSEC-DECSB-TCH3-391198-2021
		Panganiban	1	OSEC-DECSB-TCH3-390487-2013
		San Andres East	3	OSEC-DECSB-TCH3-397058-1998 OSEC-DECSB-TCH3-394764-1998 OSEC-DECSB-TCH3-390482-2013
		San Andres West	1	OSEC-DECSB-TCH3-390168-2009
		San Miguel South	3	OSEC-DECSB-TCH3-396953-1998 OSEC-DECSB-TCH3-394762-1998 OSEC-DECSB-TCH3-390577-2018



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		Viga West	1	OSEC-DECSB-TCH3-390516-2016
		Virac North	4	OSEC-DECSB-TCH3-398569-1998 OSEC-DECSB-TCH3-396993-1998 OSEC-DECSB-TCH3-391203-2017 OSEC-DECSB-TCH3-390085-2011
		Virac South	4	OSEC-DECSB-TCH3-397047-1998 OSEC-DECSB-TCH3-397003-1998 OSEC-DECSB-TCH3-390594-2018 OSEC-DECSB-TCH3-390538-2016
Teacher II	12	Baras South	2	OSEC-DECSB-TCH2-390620-2022 OSEC-DECSB-TCH2-390072-2010
		Caramoran North	2	OSEC-DECSB-TCH2-399560-1998 OSEC-DECSB-TCH2-390078-2024
		Caramoran South	4	OSEC-DECSB-TCH2-396098-1998 OSEC-DECSB-TCH2-390155-2009 OSEC-DECSB-TCH2-390154-2009 OSEC-DECSB-TCH2-390089-1999
		Gigmoto	2	OSEC-DECSB-TCH2-399460-1998 OSEC-DECSB-TCH2-396101-1998
		Panganiban	1	OSEC-DECSB-TCH2-390624-2022
		San Andres East	2	OSEC-DECSB-TCH2-390323-2021 OSEC-DECSB-TCH2-390041-2003
		Viga East	2	OSEC-DECSB-TCH2-401950-1998 OSEC-DECSB-TCH2-399615-1998
		Virac North	3	OSEC-DECSB-TCH2-399625-1998 OSEC-DECSB-TCH2-396204-1998 OSEC-DECSB-TCH2-390042-2008
		Virac South	3	OSEC-DECSB-TCH2-399502-1998 OSEC-DECSB-TCH2-390239-1999 OSEC-DECSB-TCH2-390050-2008
KINDERGARTEN				
Teacher II	12	Viga East	1	OSEC-DECSB-TCH2-390044-2017

3. The CSC Prescribed Qualification Standards for the said positions and Job Description are shown in Enclosure No. 1 of this memorandum.

4. Applicants are required to register in the link <https://bit.ly/TeachingPositionsRegistrationCTD> and a printed copy of their registration must be included in their application documents. Applicants should provide complete details of their personal information, education, training, experience, and eligibility on the link based on their submitted documents. Only applicants who registered in the link and submitted complete hard copies of documents in the Schools Division Office - Records Section on the set deadline will be considered as official applicants.

5. All interested qualified applicants shall submit their documents at the Records Section in color coded folder, Master Teacher II (Elementary) – Pink, Master Teacher I (Elementary) – Dark Blue, Master Teacher II (Junior High School) – Light Blue, Master Teacher I (Junior High School) – White, Master Teacher I (Senior High School) – Red, Teacher III (Elementary) – Yellow, Teacher II (Elementary) – Green, Teacher II (Kindergarten) – Brown, Teacher III (Secondary) – Violet, Teacher II (Secondary) - Orange. Documents must be fastened on the left side with Table of Contents arranged from letter A to letter M as indicated below. To facilitate the evaluation process, labels (index tabs) using A to M are requested:

BASIC DOCUMENTARY REQUIREMENTS	
A	Letter of Intent addressed to the Schools Division Superintendent containing the following information: <ul style="list-style-type: none"> ✓ Statement of purpose/expression of interest; and ✓ Learning area/subject group they intend to teach, if applicable
B	Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable), download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
C	Clear photocopy of Voter's ID and/or any proof of residency
D	Clear photocopy of valid and updated PRC License/ID
E	Clear photocopy of Certificate of Board of Rating



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F	Clear photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)
G	Clear photocopy of signed Service Record or Certificate of Employment, whichever is applicable
H	Clear photocopy of Latest Appointment (for those applying for promotion)
I	Clear photocopy of certificate/s of relevant specialized trainings or professional development programs
J	Clear photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable
K	Clear photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)
L	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 pursuant to RA No. 10173 (<i>Data Privacy Act of 2012</i>), (Annex C-1, you may download @ bit.ly/Annex_C-1) sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755
M	Other documents as may be required by the HRMPST for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs)

6. The Performance Rating to be submitted are as follows:

For internal applicants:

Applicants for Teacher II	Applicants for Teacher III	Applicants for Master Teacher I & Master Teacher II
Clear copy of at least Very Satisfactory latest performance rating covering one (1) year complete performance rating period in the current position and Mode of Verification (MOVs)	Clear copy of at least Very Satisfactory performance rating covering last two (2) years complete performance rating period and Mode of Verification (MOVs)	Clear copy of at least Very Satisfactory performance rating covering last three (3) years complete performance rating period and Mode of Verification (MOVs)

For external applicants and other non-teacher applicants:

Applicants for Teacher II	Applicants for Teacher III	Applicants for Master Teacher I & Master Teacher II
At least Very Satisfactory in the latest rating period covering one (1) year complete performance cycle and Mode of Verification (MOVs)	At least Very Satisfactory in the last two (2) immediately preceding rating periods, each covering one (1) year complete performance cycle and Mode of Verification (MOVs)	At least Very Satisfactory in the last three (3) immediately preceding rating periods, each covering one (1) year complete performance cycle and Mode of Verification (MOVs)

7. Applicants for the position of Teacher II (Kindergarten) must have earned 18 units in Early Childhood Education (ECE).

8. Only the Application Letter, Omnibus Certification and Personal Data Sheet are required to be submitted in original forms.

9. Applicants who failed to submit complete mandatory documents (Items 19.a to 19.l) on **5PM of March 10, 2025** shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.

10. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/s against the applicant concerned.



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11. The schedule of activities are as follows:

Date and Time	Activities	Venue	Person/s Committee Responsible	Participants
March 3, 2025 (2:00PM-3:00PM)	Orientation of Applicants	Online Note: All interested qualified applicants shall request a link through this email: hrmorsp.ctd@deped.gov.ph	HRMO	Interested Applicants
March 10, 2025 (8:00AM-5:00PM)	Deadline of submission of application letter with relevant documents	Records Section	Records Officer	Interested Applicants
March 11-12, 2025 (8:00AM-5:00PM)	Initial evaluation of documents	SDO Terrace	HRMO, HRMPSB, HRMPSB Secretariat, HRMPSB Sub-Committee	HRMO, HRMPSB, HRMPSB Secretariat, HRMPSB Sub-Committee
March 13-14 2025 (8:00AM-5:00PM)	Demonstration Teaching and Interview	School/District	HRMPSB, HRMPSB Secretariat, HRMPSB Sub-Committee	Qualified Applicants
March 17-18, 2025 (8:00AM-5:00PM)	Document Evaluation	SDO Terrace	HRMPSB	Qualified Applicants
March 20, 2025 (8:00AM-5:00PM)	Release of Comparative Assessment Result	SDO	HRMPSB Secretariat	

12. The Criteria and Point System for Hiring to higher teaching positions per DepEd Order No. 20, s. 2024 are as follows:

Criteria	Maximum Points Possible
a. Education	10
b. Training	10
c. Experience	10
d. Performance	30
e. PPST COIs (<i>Classroom Observation</i>)	25
f. PPST NCOIs (<i>Portfolio Annotations and BEI</i>)	15
TOTAL	100

13. Only relevant Education, Training and Experience that exceeds the minimum qualification of the CSC approved - Qualification Standard shall be given points. Training must be earned after the last promotion but within the last five (5) years.

14. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.

15. Notice of Initial Evaluation Result for Qualified and Disqualified applicants will be notified through email.

16. During the open deliberation, qualified applicants must be ready with their original documents for verification purposes.



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17. A permanent appointment shall be issued to an appointee in the Comparative Assessment Result who meets all the Qualification Standards of the position to be filled in terms of Education, Training, Experience and PBET/LET/LEPT Eligibility and obtains a score of at least 50 points in the comparative assessment.
18. Applicants may retrieve their documents one (1) month after the release of the approved Comparative Assessment Result (CAR). The HRMPSB will not be responsible for the safekeeping of the documents submitted. It will be disposed properly three (3) months after the release of CAR.
19. 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, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."
20. Persons with disability, pregnant or any applicant in need of special assistance should notify the Personnel Section prior to the scheduled date of evaluation.
21. The following is the composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB):

Chairperson	OIC-ASDS, DELFIN A. BONDAD	
Members	Regular	Alternate
	CES ROMEL G. PETAJEN AO V EVA S. TOLENTINO AO IV MARICHELE B. LLAVE School Head where the vacancy exist Representative of accredited employee's union/association belonging to the teaching group	EPS JEZRAHEL T. OMADTO EPS MARIVIC T. CAMACHO PSDS ELIAS V. ABUNDO Alternate of School Head where the vacancy exist Alternate representative of accredited employee's union/association belonging to the teaching group

22. All expenses to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
23. For information, immediate and wide dissemination, guidance and compliance.


CECILE C. FERRO CESO VI
 Asst. Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 179 s. 2025

MASTER TEACHER II – JUNIOR HIGH SCHOOL	
QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 Professional Units in Education with appropriate major; and 24 units for a Master's Degree in Education or its Equivalent
Experience	1 year as Master Teacher I or 4 years as Teacher III
Eligibility	RA 1080 (Teacher)
Trainings	4 hours of relevant training

MASTER TEACHER II - ELEMENTARY	
QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Bachelor of Elementary (BEEd) or bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent
Experience	1 year as Master Teacher I or 4 years as Teacher III
Eligibility	RA 1080 (Teacher)
Trainings	4 hours of relevant training

DUTIES AND RESPONSIBILITIES	
Master Teacher II	
1	Provides technical assistance to teachers to improve their competencies
2	Takes active participation in the planning and implementation of training programs in school, district and division levels
3	Initiates improvement in instructional programs
4	Leads in the preparation of instructional materials
5	Introduces innovative teaching approaches and strategies
6	Serves as demonstration teacher, facilitator or resource person at the school level
7	Performs regular class monitoring using process observation tools
8	Assists the school selection committee in the evaluation of credentials when hiring or promoting teachers
9	Represents the school in conferences or events as delegated by the school head
10	Conducts post conferences with teachers for feedback on teaching-learning process
11	Participates actively in school strategic planning process involving internal and external stakeholders
12	Carries regular teaching loads for the assigned grade/subject
13	Conducts at least one action research every year
14	Takes charge of the school reading recovery program, remedial and/or enrichment program
15	Teaches/Takes over the class if the assigned teacher is absent, works beyond official time
16	Enriches the curriculum of his/her field of specialization
17	Serves as OIC of the school in the absence of the school head
18	Functions as head/coordinator of the department in the absence of an Head Teacher/Department Head
19	Consolidates and interprets competency assessment results
20	Designs and validates training programs for teachers
21	Checks, improves and prepares sample lesson plans for the assigned grade/subject area
22	Interprets test results and utilizes them for improvement of instruction
23	Helps identify potential demonstration teachers
24	Gives demonstration to new/striving teachers



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MASTER TEACHER I - ELEMENTARY	
QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Bachelor of Elementary (BEEd) or bachelor's degree plus 18 professional units in Education, and 18 units for a Master's degree in Education or its equivalent
Experience	3 years relevant experience
Eligibility	RA 1080 (Teacher)
Trainings	None required

MASTER TEACHER I - JUNIOR HIGH SCHOOL	
QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	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
Experience	3 years relevant experience
Eligibility	RA 1080 (Teacher)
Trainings	None required

MASTER TEACHER I - SENIOR HIGH SCHOOL (ACADEMIC TRACK)	
QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Master's Degree in Relevant Strand/Subject
Experience	4 years of Relevant Teaching/Industry Work Experience
Eligibility	*Applicants for a Permanent Position, RA 1080 (Teacher), If Not Ra(1080) Eligible, they must pass the LET within 5 years after the date of first hiring; *Applicants for a Contractual Position: None Required *Practitioners (Part Time Only): None Required
Trainings	8 hours of Training Relevant to the Subject Area Specialization

DUTIES AND RESPONSIBILITIES	
Master Teacher I	
1	Attends professional meetings, in-service trainings and related activities for self-growth and advancement
2	Prepares daily logs and visual aids related to the lesson
3	Conducts remedial episodes classes for slow learners
4	Updates parents on children's progress and problems through dialogues, conferences and PTA meetings
5	Assists the guidance counselor in handling students with problems
6	Gets involved in community and civic-organization activities
7	Maintains harmonious relationships with superiors, students, local and public officials and co-teachers
8	Observes proper decorum
9	Conducts echo seminars for co-teachers
10	Mentors co-teachers in content and skills difficulties
11	Helps in the proper and accurate dissemination/implementation of school policies
12	Assists principals in instructional monitoring of teachers
13	Guides co-teachers in the performance of duties and responsibilities
14	Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues and concerns
15	Initiates projects and programs that will enhance the curriculum and its delivery
16	Makes the needed instructional materials available to teachers and students
17	Assists school heads in class monitoring
18	Conducts in-depth studies or action researches on instructional problems
19	Coordinates with the grade chairman in disseminating information about school problems, awards, promotion
20	Conducts demonstration teaching, sharing effective techniques or strategies and helps identify potential demonstration teachers
21	Monitors the maintenance of discipline between and among teachers and learners
22	Assists in designing capacity development programs for teachers
23	Serves as trainer in school-based INSET
24	Evaluates teacher-made tests and interpret results
25	Checks regularly lesson plans of teachers in the assigned grade/subject area
26	Carries regular teaching load for the grade/subject area
27	Serves as a demonstration teacher



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TEACHER III - ELEMENTARY	
QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Bachelor of Elementary (BEEd) or bachelor's degree plus 18 professional units in Education
Experience	2 years relevant experience
Eligibility	RA 1080 (Teacher)
Trainings	None required

TEACHER II – ELEMENTARY/KINDERGARTEN	
QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Bachelor of Elementary (BEEd) or bachelor's degree plus 18 professional units in Education
Experience	1 year relevant experience
Eligibility	RA 1080 (Teacher)
Trainings	None required

TEACHER III – JUNIOR HIGH SCHOOL	
QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 professional units in Education with appropriate major
Experience	2 years relevant experience
Eligibility	RA 1080 (Teacher)
Trainings	None required

TEACHER II – JUNIOR HIGH SCHOOL	
QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 professional units in Education with appropriate major
Experience	1 year relevant experience
Eligibility	RA 1080 (Teacher)
Trainings	None required

DEPARTMENT OF EDUCATION
QUALIFICATION STANDARDS FOR SENIOR HIGH SCHOOL TEACHING POSITIONS
FOR THE ACADEMIC TRACK AND CORE SUBJECTS

POSITION TITLE	SG	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Teacher II (Senior High School)	12	Bachelor's degree with a major in the relevant strand/subject, or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None required	None required	<ul style="list-style-type: none"> Applicants for a permanent position: RA 1080 (Teacher), if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring
Teacher III (Senior High School)	13	Bachelor's degree with a major in the relevant strand/ subject, or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/ subject	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area specialization	<ul style="list-style-type: none"> Applicants for a contractual position: None required
Master Teacher I (Senior High School)	18	Master's degree in relevant strand/subject	4 years of relevant teaching/industry work experience	8 hours of training relevant to the subject area specialization	<ul style="list-style-type: none"> Practitioners (part-time only): None required



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DEPARTMENT OF EDUCATION
AMENDED QUALIFICATION STANDARDS FOR SENIOR HIGH SCHOOL TEACHING POSITIONS
FOR THE TECHNICAL-VOCATIONAL-LIVELIHOOD (TVL) TRACK

POSITION TITLE	SG	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Teacher II (Senior High School)	12	Bachelor's degree, or completion of technical-vocational course(s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC* II + TMC** I *Appropriate to the specialization	<ul style="list-style-type: none"> Applicants for a permanent appointment RA 1080 (Teacher), if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position. None required Practitioners (part-time only) None required
Teacher III (Senior High School)	13	Bachelor's degree, or completion of technical-vocational course(s) in the area of specialization	1 year of relevant teaching or 1 year of industry work experience	At least NC* II + TMC** I *Appropriate to the specialization	
Master Teacher I (Senior High School)	18	Bachelor's degree, or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 6 months of relevant industry work experience	At least NC* II + TMC** I *Appropriate to the specialization	

DUTIES AND RESPONSIBILITIES (TEACHER II AND TEACHER III)

DUTIES AND RESPONSIBILITIES
1. Teaches or more grades/levels using appropriate and innovative teaching strategies
2. Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials
3. Monitors and evaluates pupils/students' progress
4. Undertakes activities to improve performance indicators
5. Maintains updated pupils/students progress regularly
6. Supervises curricular and co-curricular projects and activities
7. Maintains updated pupil/student school records
8. Counsels and guides pupils/students
9. Supports activities of governmental and non-governmental organizations
10. Conducts Action Plan
11. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere)
12. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
13. Does related work