



August 10, 2018

RELEASED
 DepEd, Division Office of Catanduanes
 RECORDS SECTION
 Date: **AUG 14 2018**
 Time: **11:15 A.M.**
 Initial/Signature: *[Signature]*

MEMORANDUM TO:

Public Schools District Supervisor
 Teaching Personnel
 (Pandan East District)

In preparation for the forthcoming vacancy for Master Teacher I position at Pandan East 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).

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

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 Eligibility or Board Rating (for RA1080)

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. Certificate of Eligibility
7. PRC License (for RA1080)
8. Board Rating (for RA1080)
9. Performance Rating for the last 3 rating periods (with numerical rating)
10. Copy of Last Approved Appointment
11. Certificate of relevant trainings/seminars attended
12. 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 **August 27, 2018**.

Schedule of Evaluation will be on **September 4, 2018** at the Schools Division Office. 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 VI
 Schools Division Superintendent