



July 5, 2019 **RELEASED**

DepEd, Division of Catanduanes  
 RECORDS SECTION  
 Date JUL 05 2019  
 Time: 1:30 PM  
 Initial/Signature: [Signature]

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)).

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)

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:

1<sup>st</sup> 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

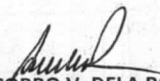
2<sup>nd</sup> Folder:

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.

  
SOCORRO V. DELA ROSA, CESO V  
Schools Division Superintendent