



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

June 27, 2023

SCHOOLS DIVISION MEMORANDUM

No. 269, s. 2023

**SUBMISSION OF APPLICATION, SCREENING & EVALUATION OF APPLICANTS FOR
MASTER TEACHER II (ELEMENTARY) POSITION**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. With reference to MEC Order No. 10 s. 1979 titled *Implementing Rules and Regulations for the System of Career Progression for Public School Teachers* this Office through the Human Resource Merit Promotion & Selection Board (HRMPSB) announces the evaluation of applicants for vacant position with the following details:

FOR MASTER TEACHER II (Elementary)

Salary Grade / Salary: SG 19 – 616,284.00

Qualification Standards

Education: Bachelor of Elementary Education (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
Training: 4 hours of relevant training
Eligibility: LET/PBET

2. The said evaluation has the following timeline:

June 27 – July 7, 2023	-	Submission and Receipt of Application Documents
July 6, 2023 3:00-5:00 p.m.	-	Orientation of Applicants
July 12, 2023	-	Initial Evaluation of the Qualification of Applicants
July 13, 2023	-	Posting of the Results of Initial Evaluation
July 19, 2023, 9am onwards	-	Comparative Assessment of Applicants
July 20, 2023	-	Posting of the Results of Comparative Assessment of Applicants





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3. Interested applicants are advised to submit through the SDO Records Section the following documents on or before July 7, 2023, 5:00 p.m. Additional documents shall not be accepted after the said deadline.
- a. Letter of Intent addressed to our Schools Division Superintendent, **JOHANNA N. GERVACIO PhD, CESO V**, SDO Science City of Muñoz;
 - b. Duly Accomplished Form 212 (Personal Data Sheet) with Work Experience Sheet;
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility /Rating, if applicable;
 - e. Photocopy of scholastic /academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
 - f. Photocopy of Certificate/s of Training, if applicable;
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - h. Photocopy of latest appointment, if applicable;
 - i. Photocopy of the Performance Rating in the last three consecutive rating periods;
 - j. Checklist of Requirements and Omnibus Sworn Statement of the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Enclosure No. 1*), notarized by authorized official; and
 - k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - k.1 Means of Verification (MOVs) showing Leadership, Potential and Outstanding Accomplishments such as:
 - k.1.1 Introduced any of the following which has been adopted or used by the school or district:
 - k.1.1.1 Curriculum or Instructional Materials;
 - k.1.1.2 Effective teaching techniques or strategies;
 - k.1.1.3 Simplification of work as in reporting system, records keeping, etc. or procedures that resulted in cost reduction;
 - k.1.1.4 A worthwhile income generating project for pupils given recognition by higher officials in the division;
 - k.1.2 Served as subject coordinator or grade chairman for at least one year or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc. and discharged such as assignment satisfactorily for at least two years provided such assignments or services are in addition to, and not considered part of the regular teaching load;





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- k.1.3 Served as chairman of a special committee, such as curriculum study committee, committee to prepare instructional materials, committee to prepare school program, and discharged the work efficiently;
 - k.1.4 Initiated or headed educational research activity duly approved by educational authorities, either for improvement of instructions, for community development, for teacher welfare;
 - k.1.5 Coordinator of community project or activity or a program of another agency or coordinator of rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc., for at least two years;
 - k.1.6 Organized/managed an in-service activity or other similar activities at least on the school level;
 - k.1.7 Credited with meritorious achievements such as:
 - k.1.7.1 Trainor or coach to contestants who received prizes, commendations or any form of recognition;
 - k.1.7.2 Athletic coach of athletes or teams who won prizes;
 - k.1.7.3 Coordinator of Boy Scout or Girl Scout activities;
 - k.1.8 Authorship
4. In consonance with RA No. 8792 or the “Electronic Commerce Act of 2000” which provides that “electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference,” online submission of electronic copies of the above enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification.
5. Individuals who failed to submit complete mandatory documents (Items 3.a to 3.j) on the set deadline shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 3.k) shall not warrant exclusion from the pool of official applicants.
6. Kindly bring original documents on the day of evaluation for verification and other purposes.
7. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 3.j), duly signed by the applicant.





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8. This Office adheres to Equal Employment Opportunity Principle to all applicants regardless of gender, civil status, disability, religion, ethnicity or political affiliation.
9. Immediate and wide dissemination of this Memorandum is desired.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

HRMPSB/ comparative assessment of MTII (Elem)
003/June 27, 2023

Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119





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Enclosure No. 1 to Schools Division Memorandum No. _____, s. 2023

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
Position Applied For: _____
Office of the Position Applied For: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments; and Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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