



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF LANA O DEL NORTE



November 28, 2024

DIVISION MEMORANDUM

No. 588 s. 2024

**ANNOUNCEMENT OF VACANCY FOR
MASTER TEACHER I AND II IN
ELEMENTARY AND SECONDARY**

To: Assistant Schools Division Superintendent
Division Chiefs
Section/Unit Heads
All Others Concerned

1. This office calls for the submission of applications for the Master Teacher I and Master Teacher II positions in the Elementary Level. The assessment shall abide with the guidelines, procedures, and criteria of *MEC ORDER No. 10, s. 1979*, otherwise known as "*Implementing Rules and Regulations for the System of Career Progression for Public School Teachers*" and DECS Order No. 57, s. 1997 "*Further Implementation of the Career Progression System for Master Teachers.*"
2. The following Qualification Standards (QS) shall be considered in the initial evaluation of the applicants. Only those who meet the minimum QS may proceed to further evaluation. Applicants found to fall short of the minimum QS shall be disqualified.

Qualification Standards

Position Title	SG	Level	Education	Experience	Training	Eligibility
Master Teacher I (Elementary)	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 relevant experience	None Required	PBET; Teacher
Master Teacher I (Secondary)	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	PBET; Teacher



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09
Email Address: Lanao.norte@depd.gov.ph
Website: <https://depdldn.com>



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Master Teacher II (Elementary)	19	2	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	1 year as Master Teacher or 4 years as Teacher III	4 hours relevant training	PBET; Teacher
Master Teacher II (Secondary)	19	2	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	1 year as Master Teacher or 4 years as Teacher III	4 hours relevant training	PBET; Teacher
Master Teacher I (Elementary) = 1 Master Teacher I (Secondary) = 2 (Lala NHS (Salvador NHS), Baloi NHS) Master Teacher II (Elementary) = 2 Master Teacher II (Secondary) = 1 (Pantao Ragat Agro Industrial HS)						

Additional Qualification: knowledgeable in Computer Operation such as but not limited to Microsoft Excel, Word, PowerPoint and Publisher.

3. This office fully implements the EQUAL EMPLOYMENT OPPORTUNITY POLICY; hence, all qualified applicants shall be given due consideration for employment regardless of age, sexual orientation, gender, disability, ethnicity, religion, political affiliation, among others.
4. All interested applicants shall submit the following documentary requirements to the **RECORDS SECTION** on or before **December 10, 2024** at **2:00PM**. Applicants are also required to register via the link <https://bit.ly/4g5zIqD> after submitting their respective application papers.

Mandatory Requirements:

- a. Letter of intent addressed to the Head of Office
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, *if applicable*.
- c. Photocopy of valid and updated PRC License/ID
- 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/degree, *if available*.
- f. Checklist of requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data



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Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official.

Other Documentary Requirements:

- a. Photocopy of Performance Rating (3 consecutive rating periods)
 - b. Photocopy of Demo Teaching certificate
 - c. Leadership, Potential and Accomplishment (*submit only photocopies if available*)
 - i. Curriculum and instruction
 - ii. Subject coordinator or Grade Chairperson
 - iii. Chairperson of a special committee
 - iv. Education research activity
 - v. Community project or activity
 - vi. Organized/managed an in-service activity.
 - vii. Authorship
5. Individuals who failed to submit complete mandatory documents on the set deadline indicated above 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 shall not warrant exclusion from the pool of official applicants.
6. Documents submitted that are original/certified thru copy will not be accepted except for Intent Letter, PDS and Omnibus Sworn Statement.
7. No additional documents shall be accepted after the deadline.
8. All official applicants shall be assigned with application code.
9. For information, guidance, and widest dissemination.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent



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CHECKLIST OF REQUIREMENTS

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

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	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, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
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.