



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF LANA DEL NORTE
PIGCARANGAN, TUBOD, LANA DEL NORTE



March 4, 2024

DIVISION MEMORANDUM

No. 127 s. 2024

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

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	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 II	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



Address: Pigcarangan, Tubod, Lanao del Norte
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No. of Vacancies

Master Teacher I – 19

Master Teacher II - 11

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

3. Duties and Responsibilities (per RM No. 332, s. 2016)
 - a. Leads teachers in the modification/adaption and use of prototype lesson plans.
 - b. Mentors/coaches and gives support to teachers with instruction related growth needs.
 - c. Conducts demonstration lessons.
 - d. Develops/prepared enhancement programs.
 - e. Leads in the development of multimedia materials.
 - f. Develops and validates teacher-made test for school item banks.
 - g. Interprets and utilizes test results for improvement of instruction.
 - h. Tries out new ideas, materials, strategies, and techniques in teaching.
 - i. Chairs professional study circles.
 - j. Leads in the capacity building of teachers, especially mentoring of inductees during the induction program.
 - k. Monitors the availability and utilization of instructional materials.
 - l. Develops indigenous and low-cost instructional materials.
 - m. Conduct action and other kinds of research for the improvement of instruction.
 - n. Performs other related functions as may be assigned by superiors.
4. 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.
5. All interested applicants shall submit the following documentary requirements to the Administrative Officer II assigned in your school the Personnel Section (HRMO), through the **RECORDS SECTION** on or before **March 18, 2024** at **12:00PM**. Applicants are also required to register via the link <https://forms.office.com/r/2LDRNv1nGN> 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, *if applicable*
- d. Photocopy of Certificate of Eligibility/Rating, *if applicable*.



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- 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*.

Documentary Requirements:

- a. Performance Rating (3 consecutive rating periods)
- b. Demo Teaching
- c. Leadership, Potential and Accomplishment
 - 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
6. No additional documents shall be accepted after the deadline.
7. All official applicants shall be assigned with application code.
8. For information, guidance, and widest dissemination.


EDWIN R. MARIBOJOC, CESO V

Schools Division Superintendent



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