



Republic of the Philippines
Department of Education
Region V
Schools Division of Sorsogon

September 25, 2023

DIVISION MEMORANDUM

No. 201, s. 2023

**ANNOUNCEMENT OF VACANCY AND CONDUCT OF COMPARATIVE
ASSESSMENT FOR MASTER TEACHER POSITIONS**

To: Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
Public School District Supervisors/OIC-PSDSs
School Administrators
All Others Concerned

1. This is to announce to the field that this Office through the Division Human Resource Merit Promotion and Selection Board (HRMPSB) will conduct a comparative assessment for Master Teacher positions.
2. Attached as Annex A is the Notice of Vacancy which includes the Position Title, Plantilla Item No., Salary Grade, Qualification Standards, number of vacancies and place of assignment.
3. Attached as Annex B are the list of requirements to be submitted which are the folder for initial evaluation, and the envelope containing the documents needed during the comparative assessment.
4. Attached as Annex C is the checklist of requirements together with the Omnibus Sworn Statement.
5. Attached as Annex D are the duties and responsibilities of the said positions.
6. The reference for the conduct of the comparative assessment is **MEC Order No. 10, s. 1979**.
7. Prompt **initial evaluation** will be conducted upon submission so that the applicants will immediately know if they are qualified to proceed to the comparative assessment. The folders containing the documents for assessment will be sealed after the initial evaluation.





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8. The deadline of submission is on **October 6, 2023 at 5:00 P.M.** It is **therefore understood that no additional documents shall be accepted after the deadline.** It is encouraged that applicants should submit their envelopes before the set deadline.
9. This Office promotes Equal Employment Opportunity to all interested applicants without regard to age, sex, sexual orientation, gender identity, civil status, religion, ethnicity, political affiliations and disability.
10. Persons with disability may request assistance from the Division HRMPSB prior to the scheduled date of the comparative assessment. The HRMPSB shall provide auxiliary and supplementary materials according to their needs.
11. The venue for the comparative assessment will be at the QMS Center beside the office of the undersigned from 8:00 AM to 5:00 PM. HRMPSB members and applicants are still encouraged to adhere to health protocols such as social distancing, wearing of face mask and using of alcohol or hand sanitizer.
12. The schedule of the comparative assessment will be announced through an Advisory which will be posted on the SDO Sorsogon Province official website (depedsorsogon.com.ph), at the office of the Personnel Section and through social media platforms.
13. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.
14. Immediate and wide dissemination of this Memorandum is enjoined.


WILLIAM E. GANDO, CESO VI
Schools Division Superintendent





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ANNEX A

NOTICE OF VACANCY

ELEMENTARY:

NO	POSITION TITLE	PLANTILLA ITEM. NO	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS				NO. OF VACANCIES	PLACE OF ASSIGNMENT
					Education	Training	Experience	Eligibility		
1	MASTER TEACHER II	OSEC-DECSB-MTCHR2-390011-2001	19	51,357.00	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as MT I or 4 years as Teacher III	RA 1080 (Teacher)	1	BULUSAN DISTRICT

DepEd Building, Sorsogon Sports Complex, Balogo, Sorsogon City, Sorsogon 4700

(056) 421-5415

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NO	POSITION TITLE	PLANTILLA ITEM. NO	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS				NO. OF VACANCIES	PLACE OF ASSIGNMENT
					Education	Training	Experience	Eligibility		
2	MASTER TEACHER II	OSEC-DECSB-MTCHR2-391256-1998	19	51,357.00	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as MT I or 4 years as Teacher III	RA 1080 (Teacher)	1	JUBAN I DISTRICT

NO	POSITION TITLE	PLANTILLA ITEM. NO	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS				NO. OF VACANCIES	PLACE OF ASSIGNMENT
					Education	Training	Experience	Eligibility		
3	MASTER TEACHER I	OSEC-DECSB-MTCHR1-394220-1998	18	46,725.00	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in	None Required	3 years of relevant experience	RA 1080 (Teacher)	1	PILAR II DISTRICT

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					Education and 18 units for a Master's degree in Education or its equivalent						
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NO	POSITION TITLE	PLANTILLA ITEM. NO	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS				NO. OF VACANCIES	PLACE OF ASSIGNMENT
					Education	Training	Experience	Eligibility		
4	MASTER TEACHER I	OSEC-DECSB-MTCHR1-393759-1998	18	46,725.00	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education and 18 units for a Master's degree in Education or its equivalent	None Required	3 years of relevant experience	RA 1080 (Teacher)	1	PILAR III DISTRICT

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					Education	Training	Experience	Eligibility		
5	MASTER TEACHER I	OSEC-DECSB-MTCHRI-393714-1998	18	46,725.00	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education and 18 units for a Master's degree in Education or its equivalent	None Required	3 years of relevant experience	RA 1080 (Teacher)	1	BULAN SOUTH DISTRICT

NO	POSITION TITLE	PLANTILLA ITEM. NO	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS				NO. OF VACANCIES	PLACE OF ASSIGNMENT
					Education	Training	Experience	Eligibility		
6	MASTER TEACHER I	OSEC-DECSB-MTCHRI-393717-1998	18	46,725.00	Bachelor of Elementary Education or Bachelor's degree plus 18 professional	None Required	3 years of relevant experience	RA 1080 (Teacher)	1	BULAN SOUTH DISTRICT

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					Education	Training	Experience	Eligibility		
7	MASTER TEACHER I	OSEC-DECSB-MTCHR1-393637-1998	18	46,725.00	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education and 18 units for a Master's degree in Education or its equivalent	None Required	3 years of relevant experience	RA 1080 (Teacher)	1	JUBAN I DISTRICT

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JUNIOR HIGH SCHOOL / SENIOR HIGH SCHOOL:

NO	POSITION TITLE	PLANTILLA ITEM. NO	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS			NO. OF VACANCIES	PLACE OF ASSIGNMENT
					Education	Training	Experience		
1	MASTER TEACHER II (ACADEMIC TRACK)	OSEC-DECSB-MTCHR2-390030-2016	19	51,357.00	Masters degree in relevant strand / subject	12 hours of training relevant to the subject / area of specialization	5 years of relevant teaching / industry work experience	1	SENIOR HIGH SCHOOL
							Applicants for a Permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part-time only): None Required		

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					Education	Training	Experience		
2	MASTER TEACHER I (ACADEMIC TRACK)	OSEC-DECSB-MTCHR1-390039-2016	18	46,725.00	Masters degree in relevant strand / subject	8 hours of training relevant to the subject / area of specialization	4 years of relevant teaching / industry work experience	1	SENIOR HIGH SCHOOL
							Applicants for a permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part-time only): None Required		

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					Education	Training	Experience		
3	MASTER TEACHER II (ACADEMIC TRACK)	OSEC-DECSB-MTCHR2-390006-2000	19	51,357.00	Masters degree in relevant strand / subject	12 hours of training relevant to the subject / area of specialization	5 years of relevant teaching / industry work experience	1	SANTA MAGDALENA NHS
					<p>Applicants for a Permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>Applicants for a contractual position: None Required</p> <p>Practitioners (part-time only): None Required</p>				

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ANNEX B

LIST OF DOCUMENTS TO BE SUBMITTED

A. Folder for Initial Evaluation

- a. 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;
- b. Photocopy of Certificate/s of Training;
- c. Service Record;
- d. Copy of PRC License and/or CSC Eligibility
- e. 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 pursuant to RA No. 10173 (*Data Privacy Act of 2012*) using the attached form (Annex C), notarized by authorized official.

**B. Envelope for the Comparative Assessment
(to be sealed after the initial evaluation)**

- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by 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;
- 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 Latest Appointment, if applicable;
- i. Photocopy of the Performance Rating in the last three (3) rating period(s) covering (1) year performance in the current/latest position 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 pursuant to RA No. 10173 (*Data Privacy Act of 2012*) using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as may be required by the HRPMPBSB for comparative assessment, including but not limited to:
 - i. Means of Verifications (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20 (i) is not relevant to the position to be filled. If applicable.
 - iii. Other documents required based on MEC Order No. 10, s. 1979



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 (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

ANNEX D (P1)**DUTIES AND RESPONSIBILITIES**

Master Teacher I
1. Attends professional meetings, in-service trainings and related activities for self-growth and advancement.
2. Prepares daily logs and visual aids related to the lesson .
3. Conducts remedial episodes classes for slow learners
4. Updates parents on children's progress and problems through dialogues, conferences and PTA meetings
5. Assists the guidance counselor in handling students with problems
6. Gets involved in community and civic-organization activities.
7. Maintains harmonious relationships with superiors, students, local and public officials and co-teachers.
8. Observes proper decorum
9. Conducts echo seminars for co-teachers.
10. Mentors co-teachers in content and skills difficulties
11. Helps in the proper and accurate dissemination/implementation of school policies.
12. Assists principals in instructional monitoring of teachers.
13. Guides co-teachers in the performance of duties and responsibilities
14. Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues and concerns
15. Initiates projects and programs that will enhance the curriculum and its delivery
16. Makes the needed instructional materials available to teachers and students
17. Assists school heads in class monitoring
18. Conducts in-depth studies or action researches on instructional problems
19. Coordinates with the grade chairman in disseminating information about school problems, awards, promotion
20. Conducts demonstration teaching, sharing effective techniques or strategies and helps identify potential demonstration teachers
21. Monitors the maintenance of discipline between and among teachers and learners
22. Assists in designing capacity development programs for teachers
23. Serves as trainer in school-based INSET
24. Evaluates teacher-made tests and interpret results
25. Checks regularly lesson plans of teachers in the assigned grade/subject area
26. Carries regular teaching load for the grade/subject area
27. Serves as a demonstration teacher

ANNEX D (P2)

Master Teacher II-III

1. Provides technical assistance to teachers to improve their competencies
2. Takes active participation in the planning and implementation of training programs in school, district and division levels
3. Initiates improvement in instructional programs
4. Leads in the preparation of instructional materials
5. Introduces innovative teaching approaches and strategies
6. Serves as demonstration teacher, facilitator or resource person at the school level
7. Performs regular class monitoring using process observation tools
8. Assists the school selection committee in the evaluation of credentials when hiring or promoting teachers
9. Represents the school in conferences or events as delegated by the school head
10. Conducts post conferences with teachers for feedback on teaching-learning process
11. Participates actively in school strategic planning process involving internal and external stakeholders
12. Carries regular teaching loads for the assigned grade/subject
13. Conducts at least one action research every year
14. Takes charge of the school reading recovery program, remedial and/or enrichment program
15. Teaches/Takes over the class if the assigned teacher is absent; works beyond official time
16. Enriches the curriculum of his/her field of specialization
17. Serves as OIC of the school in the absence of the school head
18. Functions as head/ coordinator of the department in the absence of an Head Teacher/Department Head
19. Consolidates and interprets competency assessment results
20. Designs and validates training programs for teachers
21. Checks, improves and prepares sample lesson plans for the assigned grade/subject area
22. Interprets test results and utilizes them for improvement of instruction
23. Helps identify potential demonstration teachers
24. Gives demonstration to new/striving teachers