



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division  
Superintendent

25 Apr 2023

DIVISION MEMORANDUM  
OSDS No. **039**, s. 2023

NOTICE OF VACANCY FOR MASTER TEACHER I AND MASTER TEACHER II

To: Schools Division Office Personnel  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This is to announce the following vacant positions:

a. **Position Details**

Position Title	No	Plantilla Item No.	Place of Assignment
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840074-2003	Banga 1
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840096-2003	Banga 2
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840132-2003	Banga 3
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840096-2020	Lake Sebu 1
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840072-2003	Lake Sebu 2
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840085-2003	Lake Sebu 4
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840095-2003	Polomolok 2
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840147-2020	Polomolok 3

RECEIVED 03 MAY 2023  
2:09pm

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Position Title	No	Plantilla Item No.	Place of Assignment
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840211-2003	Polomolok 4
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840016-2004	Polomolok 5
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840115-2003	Sto. Niño 1
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840007-2010	Surallah 1
Two (2) Master Teacher 1	2	OSEC-DECSB-MTCHR1- 840078-2003 OSEC-DECSB-MTCHR1- 840162-2003	Surallah 2
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840137-2003	Tampakan 2
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840171-2003	Tboli 3
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840135-2003	Tupi 1
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840143-2003	Tupi 2
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840017-2007	Maltana National High School
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840013-2011	Panay National High School
One (1) Master Teacher 1	1	OSEC-DECSB-MTCHR1- 840085-2006	Tupi National High School
One (1) Master Teacher 2		OSEC-DECSB-MTCHR2- 840007-2011	Tupi National High School
One (1)			Polomolok 2

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Position Title	No	Plantilla Item No.	Place of Assignment
Master Teacher 2	1	OSEC-DECSB-MTCHR2-840092-2003	
One (1) Master Teacher 2	1	OSEC-DECSB-MTCHR2-840044-2010	Polomolok 3
One (1) Master Teacher 2	1	OSEC-DECSB-MTCHR2-840045-2010	Polomolok 4
One (1) Master Teacher 2	1	OSEC-DECSB-MTCHR2-840008-2017	Guinsangan National High School
One (1) Master Teacher 2	1	OSEC-DECSB-MTCHR2-840010-2010	Polomolok National High School

**b. CSC Qualification Standards**

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Master Teacher 1 (Elementary and Secondary)	18	Php 46,725.00	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a	3 years of relevant experience	None Required	RA 1080 (Teacher)

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			Master's degree in Education or its equivalent			
Master Teacher II (Elementary and Secondary)	19	Php 49,835.00	Bachelor of Elementary Education (BSEd) 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 I or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher)

**c. Duties and Responsibilities**

Duties and Responsibilities of a **Master Teacher**

To provide basic education to learners. Teaches grades/levels using appropriate and innovative teaching strategies.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Content Knowledge and Pedagogy</b>	1. Modeled effective applications of content knowledge within and across curriculum teaching areas. 2. Collaborated with colleagues in the conduct and application of research to enrich knowledge of content and pedagogy. 3. Developed and applied effective teaching strategies to promote critical and creative thinking, as well as other higher-order thinking skills
<b>Learning Environment and Diversity</b>	1. Worked with colleagues to model and share effective techniques in the management of classroom structure to engage learners, individually or in groups, in meaningful,

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>of Learners</b>	exploration, discovery and hands-on activities within a range of physical learning environment. 2. Exhibited effective and constructive behavior management skills by applying positive and non-violent discipline to ensure learning-focused environment. 3. Worked with colleagues to share differentiated, developmentally appropriate opportunities to address learners' differences in gender, needs, strengths, interests and experiences.
<b>Curriculum and Planning</b>	1. Developed and applied effective strategies in the planning and management of developmentally sequenced teaching and learning processes to meet curriculum requirements and varied teaching contents. 2. Reviewed with colleagues, teacher and learner feedback to plan, facilitate and enrich teaching practice. 3. Advised and guided colleagues in the selection, organization development and use of appropriate teaching and learning resources, including ICT, to address specific learning goals.
<b>Assessment and Reporting</b>	1. Worked collaboratively with colleagues to review the design, selection, organization and use of a range of effective diagnostic, formative and summative assessment. 2. Interpreted collaboratively monitoring and evaluation strategies of attainment data to support learner progress and achievement. 3. Applied skills in the effective communication of learner needs, progress and achievement to key stakeholders, including parents.

**d. Documentary Requirements**

- i. Letter of intent address to the Schools Division Superintendent

**LEONARDO M. BALALA, CESE**  
 Schools Division Superintendent

- ii. Duly accomplished PDS (CS Form No. 212, Revised 2017)
- iii. Photocopy of valid and updated PRC License
- iv. Photocopy of Certificate of Ratings
- v. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available

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- vi. Photocopy of Certificate of Relevant Trainings
- vii. Updated Service Record
- viii. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission
- ix. Checklist of Requirements and Omnibus Sworn Statement on the Certification and Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 Data Privacy Act of 2012)
- x. Leadership Potential and Accomplishment:
  - (1) Copy of Curriculum material, teaching techniques or simplified work evaluated in terms of its appropriateness and the relevance; program of work of income generating project recognized by the division and evaluated in terms of net income generated;
  - (2) Served as subject coordinator or grade chairman for at least one year or as adviser of school publication or any special organization and discharged such assignment satisfactorily for at least 2 years provided such assignments are in addition to and not considered part of the regular teaching load (Supervisory of Principal or District Supervisor indicating assignment; program of work; list of club members);
  - (3) Served as chairman of special committee such as curriculum study committee to prepare instructional materials and to prepare school teaching program and discharge the work efficiently for at least one year (Memorandum as a chairman of a special committee on curriculum study, preparation of instructional materials, program for departmentalized or other committees such as solicitation for scouting and athletic activities, preparation of evaluation materials, annual reports or closing exercises);
  - (4) Initiated or headed an educational research duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare;
  - (5) Coordinator or member of community project or activity or of a program of another agency or coordinator or member of

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rural service improvement activity in a community such as feeding, nutrition-agro-industrial fairs etc. for at least 2 years (Certification by Brgy. Captain or Purok President as a project Coordinator or member of the committee);

(6) Initiated/Organized/Managed In-service activity or other similar activities, at least on the second level (Memorandum or program of activity showing assignment during in-service training);

(7) Trainer or coach to a contestant who received prizes, commendations or recognition (Proof as trainer or coach of winners in competition such as athletics, literary, musical, dancing or quiz bee or as coordinator in scouting activities);

(8) Authorship (Author of book, Co-Author of Book or article published), please attach copy of the article or book appearing author's name and publication date, certificate or any means of verification; and

(9) Demonstration Teaching (District/Division/Regional/National level) Demonstration Teaching Certificate in Training/Seminar conducted within 5 years upon application for promotion for Master Teacher position).

**District Level (for MT I) and Division Level (for MT II) Demonstration Teaching Certificate** in Training/Seminar shall be initialed by the Public Schools District Supervisor/Principal In-Charge and signed by the Schools Division Superintendent **with attached Lesson Plan.**

The same attachment of Lesson Plan applies to Regional/National level Demonstration Teaching Certificate requirement.

- Criteria for Evaluation:** MEC Order Nos. 10 and 29, s. 1979, and DECS Order No. 70, s. 1988.
- Application documents shall be submitted to the School/Cluster Administrative Officer II (AOII). AOII shall submit the application documents to the Schools Division Office - Records Unit. **Deadline for submission of pertinent documents** at SDO shall be on **May 16, 2023**. No pertinent papers shall be accepted thereafter.
- These shall be the timelines for the recruitment and selection.

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ACTIVITY	SCHEDULE	PERSON RESPONSIBLE
Submission of Application Documents to AOII	May 11, 2023	Applicant, AOII
Submission of Application Documents to SDO-Record Unit	May 16, 2023	AOII, SDO-Records Unit
Initial Evaluation of Documents of Applicants	May 16-26, 2023	HRMO, HRMPSB Secretariat
Finalization of the Summary of Initial Evaluation Result (IER)	May 26, 2023	HRMO, HRMPSB Secretariat
Conduct of Behavioral Event Interviewing, Written Test and Work Sample Test	To be Announced	HRMPSB and HRMPSB Secretariat
Conduct of Open Ranking and HRMPSB Final Deliberation		
Submission of Signed Comparative Assessment Result to the Schools Division Superintendent		

- Applicants shall be notified of the conduct of the activities or any changes in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.
- Pertinent papers of applicants shall include table of contents, and should be properly **earmarked** and **sequentially arranged**.
- This division practices Equal Employment Opportunity Principle; thus, accepts application from all applicants irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.
- To ensure timeliness in the recruitment and selection process, HRMPSB, may adopt remote modalities (Microsoft teams) on recruitment and selection, as deemed practicable and applicable.
- For more information and inquiry, personnel concerned may contact Arlene L. Albuna, HRMO II through Messenger or at 083-2283742 or at the Office of the Assistant Schools Division Superintendent.
- Immediate dissemination of this memorandum is directed.

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**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYMENT      HIRING  
RECRUITMENT

ALA/DM- notice of vacancy for master teacher i and ii  
0000/April 25, 2023

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