



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

Office of Schools Division  
Superintendent

25 August 2023

DIVISION MEMORANDUM  
OSDS No. **105**, s. 2023

NOTICE OF VACANCY FOR MASTER TEACHER II OF LIBERTAD NHS

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 position:

a. **Position Details**

Position Title	No	Plantilla Item No.	Place of Assignment
Master Teacher 2	1	MTCHR2-840024-2005	Libertad NHS

b. **CSC Qualification Standards**

Master Teacher II (Secondary)	19	Php 51, 357.00	Bachelor of Secondary 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)
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SDOSC-OSDS-DIO-NM-v3.0r0.0,effective04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
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**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.

<b>KEY RESULT AREA/S</b>	<b>DUTIES AND RESPONSIBILITIES</b>
<b>Content Knowledge and Pedagogy</b>	<ul style="list-style-type: none"> <li>Modeled effective applications of content knowledge within and across curriculum teaching areas.</li> <li>Collaborated with colleagues in the conduct and application of research to enrich knowledge of content and pedagogy.</li> <li>Developed and applied effective teaching strategies to promote critical and creative thinking, as well as other higher-order thinking skills</li> </ul>
<b>Learning Environment and Diversity of Learners</b>	<ul style="list-style-type: none"> <li>Worked with colleagues to model and share effective techniques in the management of classroom structure to engage learners, individually or in groups, in meaningful, exploration, discovery and hands-on activities within a range of physical learning environment.</li> <li>Exhibited effective and constructive behavior management skills by applying positive and non-violent discipline to ensure learning-focused environment.</li> <li>Worked with colleagues to share differentiated, developmentally appropriate opportunities to address learners' differences in gender, needs, strengths, interests and experiences.</li> </ul>
<b>Curriculum and Planning</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Reviewed with colleagues, teacher and learner feedback to plan, facilitate and enrich teaching practice.</li> <li>Advised and guided colleagues in the selection, organization development and use of appropriate teaching and learning resources, including ICT, to address specific learning goals.</li> </ul>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>Worked collaboratively with colleagues to review the</li> </ul>

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
and Reporting	<p>design, selection, organization and use of a range of effective diagnostic, formative and summative assessment.</p> <ul style="list-style-type: none"><li>• Interpreted collaboratively monitoring and evaluation strategies of attainment data to support learner progress and achievement.</li><li>• Applied skills in the effective communication of learner needs, progress and achievement to key stakeholders, including parents.</li></ul>

**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;  
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

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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 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).

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**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.

2. **Criteria for Evaluation:** MEC Order Nos. 10 and 29, s. 1979, and DECS Order No. 70, s. 1988.
3. Application documents shall be submitted to the School Administrative Officer II (AOII). AOII shall submit the application documents to the Schools Division Office - Records Unit. **Deadline for submission of complete pertinent documents** at Libertad NHS shall be on **September 11, 2023**. No pertinent papers shall be accepted thereafter.
4. These shall be the timelines for the recruitment and selection.

ACTIVITY	SCHEDULE	PERSON RESPONSIBLE
Deadline of Submission of Application Documents to schools/cluster AOII	September 11, 2023	Applicant, School AOII
Conduct of Behavioral Event Interviewing (BEI) and Written Exam	TBA	AOII, School HRMPSB
Submission of Application Documents, and others Means of Verification to support the conduct of Behavioral Event Interviewing (BEI) and Written Exam from School to SDO	September 14, 2023	AOII
Initial Evaluation of Documents of Applicants	TBA	SDO HRMPSB Comm. and HRMPSB Secretariat
Review and Final Deliberation of Division HRMPSB	TBA	SDO HRMPSB Comm. and HRMPSB Secretariat
Submission of Signed Comparative Assessment Result to the Schools Division Superintendent	TBA	SDO HRMPSB Comm. and HRMPSB Secretariat

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5. 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.
6. **Applicants** are advised to submit **One (1) Set** of pertinent documents to Libertad National High School. In addition, kindly access this link [bit.ly/SDOSC-ORF-NTPA-HRMPSE](https://bit.ly/SDOSC-ORF-NTPA-HRMPSE) for your online registration.
7. Pertinent papers of applicants shall include table of contents, and should be properly **earmarked** and **sequentially arranged**.
8. 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.
9. For clarifications and inquiries, please contact the Personnel Section at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
10. Immediate dissemination of this memorandum is directed.

  
**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

NHT/DM- notice of vacancy for master teacher ii of libertad nhs  
0000/August 25, 2023

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