



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

Office of the Schools Division  
Superintendent

28 Jan 2025

DIVISION MEMORANDUM  
USDS No. **025**, s. 2025

NOTICE OF VACANCY FOR ELEMENTARY MASTER TEACHER I AND SECONDARY  
MASTER TEACHER II

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

1. This is to announce the vacant position/s:

**a. Position Details<sup>2</sup>**

| Position Title                | No. | Plantilla Item No.            | Place of Assignment |
|-------------------------------|-----|-------------------------------|---------------------|
| Master Teacher I (Elementary) | 2   | OSEC-DECSB-MTCHR1-840101-2020 | POLOMOLOK EAST      |
|                               |     | OSEC-DECSB-MTCHR1-840101-2003 | TBOLI WEST          |
| Master Teacher II (Secondary) | 1   | OSEC-DECSB-MTCHR2-840025-2006 | POLOMOLOK NHS       |

**b. CSC Qualification Standards**

|                             |   |
|-----------------------------|---|
| <b>Position Title</b>       | Master Teacher I  |
| <b>Salary Grade</b>         | 18  |
| <b>Basic Monthly Salary</b> | Php 51,304.00   |
| <b>Education</b>            | 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<br><br>Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in education; and 18 units for a Master's degree in Education or its equivalent |
| <b>Experience</b>           | 3 years relevant experience   |
| <b>Training</b>             | None Required   |
| <b>Eligibility</b>          | RA 1080 (Teacher)   |



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|                             |   |
|-----------------------------|---|
| <b>Position Title</b>       | Master Teacher II   |
| <b>Salary Grade</b>         | 19  |
| <b>Basic Monthly Salary</b> | Php 56,390.00   |
| <b>Education</b>            | 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 |
| <b>Experience</b>           | 1 year as Master Teacher I or 4 years as Teacher III  |
| <b>Training</b>             | 4 hours of relevant training  |
| <b>Eligibility</b>          | 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>                 | <ol 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> </ol>   |
| <b>Learning Environment and Diversity of Learners</b> | <ol 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> </ol> |



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| KEY RESULT AREA/S               | DUTIES AND RESPONSIBILITIES  |
|---------------------------------|--|
| <b>Curriculum and Planning</b>  | <ol style="list-style-type: none"><li>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.</li><li>2. Reviewed with colleagues, teacher and learner feedback to plan, facilitate and enrich teaching practice.</li><li>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.</li></ol> |
| <b>Assessment and Reporting</b> | <ol style="list-style-type: none"><li>1. Worked collaboratively with colleagues to review the design, selection, organization and use of a range of effective diagnostic, formative and summative assessment.</li><li>2. Interpreted collaboratively monitoring and evaluation strategies of attainment data to support learner progress and achievement.</li><li>3. Applied skills in the effective communication of learner needs, progress and achievement to key stakeholders, including parents.</li></ol>  |

**d. Documentary Requirements**

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

**LEONARDO M. BALALA, CESO V**  
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



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- viii. Teaching Load (Secondary Teacher-Applicant)
- ix. School Form 7 (SF7) School Personnel Assignment List and Basic Profile
- x. Photocopy of Performance Ratings for the last (2) years which includes (1) year performance in the current position prior to deadline of submission
- xi. 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)
- xii. Leadership Potential and Accomplishment:
- (1) Copy of Curriculum or instructional materials, effective teaching techniques or strategies, simplification of 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 (1) one year or as adviser of school publication or any special organization and discharged such assignment satisfactorily for at least (2) two years provided such assignments or services are in addition to and not considered part of the regular teaching load (Such as but not limited to 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; committee to prepare instructional materials and to prepare school teaching program, and discharge the work efficiently for at least one year (Such as but not limited to 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;



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(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 but not limited to feeding, nutrition-agro-industrial fairs for at least 2 years (Certification by Brgy. Captain or Purok President as a project Coordinator or member of the committee, etc.);

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

(7) Trainer or coach to a contestant who received prizes, commendations or recognition (Such as but not limited to 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.

2. **Criteria for Evaluation:** MEC Order Nos. 10 and 29, s. 1979, and DECS Order No. 70, s. 1988.

3. Applicants shall submit pertinent documents to the School/District Administrative Officers where the vacancy exists on or before **February 7, 2025**. Administrative Officers shall prepare the Initial Evaluation Result (IER) and shall



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submit all application documents to the Schools Division Office on or before **February 14, 2025**. No pertinent papers shall be accepted thereafter.

4. 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.
5. Pertinent papers of applicants shall include table of contents, and should be properly **earmarked** and **sequentially arranged**.
6. 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.
7. 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.
8. For more information and inquiry, personnel concerned may contact Ma. Luz E. Estember, AO IV – OIC Personnel Section at Messenger or at 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
9. Immediate dissemination of this memorandum is desired.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: None

Reference: As stated

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

EMPLOYMENT      HIRING  
RECRUITMENT

MLEE/DM- notice of vacancy for elementary master teacher i and secondary master teacher ii  
0000/January 28, 2025