



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

DepEd - Division of Batangas
RECORDS SECTION

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30 January 2024

DIVISION MEMORANDUM

No. 079, s. 2024

**CALL FOR SUBMISSION OF APPLICATION FOR MASTER TEACHERS OF
SENIOR HIGH SCHOOL
EFFECTIVE SCHOOL YEAR 2023 - 2024**

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office requests all schools and learning centers to submit the pertinent papers of qualified applicants on or before February 13, 2024, of the following vacant positions:

LEVEL	SCHOOL/DISTRICT	POSITION TITLE	ITEM NUMBER
SHS	BAUAN TECHNICAL INTEGRATED HIGH SCHOOL/ BAUAN WEST	MASTER TEACHER I (Academic - Science)	OSEC-DECSB-MTCHR1-270130-2016

2. To further achieve the principles of merit and fitness, objectivity, and uniformity in evaluation and to recognize the value of Equal Employment Opportunity Principle (EEOP) in the evaluation, all interested and qualified applicants are enjoined to apply regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class, and political affiliations.
3. For ease of consolidation and retrieval, the following steps shall be undertaken:
 - 3.1 Applicants are advised to put index tab/ custom tab dividers for ease on evaluation for the Human Resource Merit Promotion and Selection Board (HRMPSB) Technical Working Group (TWG)
 - 3.2 All interested qualified applicants are advised to hand-in or send via courier the application documents addressed to Schools Division Superintendent, Division of Batangas, Provincial Sports Complex Bolbok Batangas City arranged as follows:



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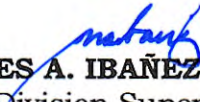
- a. Letter of intent addressed to the Schools Division Superintendent. Please include the position you are interested in applying for.
 - b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (data Privacy Act of 2012), using the attached form (Annex C) notarized by authorized official;
 - c. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No 212, Revised 2017) which can be downloaded at www.csc.gov.ph
 - d. Photocopy of CSC Certification of Eligibility (for Career Service Professional)/ Photocopy of updated PRC ID License
 - 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 applicable;
 - f. Photocopy of Certificate/s of training, if applicable;
 - g. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/ are applicable;
 - h. Photocopy of latest appointment, if applicable;
 - i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/ latest position prior to the deadline of submission, if applicable; and
 - j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing outstanding accomplishment, 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 the performance rating in item 3.2(i) is not relevant to the position to be filled, if applicable.
4. Please be also guided by the following attached Enclosures to this Division Memorandum:
- 4.1 Enclosure 1: MEC Order No. 10 s. 1979, "*Implementing rules and regulations for the system of career progression for public schools teachers*".
 - 4.2 Enclosure 2: CSC Prescribed Qualification Standards (QS) and DepEd Preferred Qualifications for Master Teacher Position
 - 4.3 Enclosure 3: Key Result Area (KRA) and Duties and Responsibilities of Master Teacher.
5. The specific dates and schedule of the entire selection process are as follows:



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DATE	ACTIVITIES	COMMITTEE RESPONSIBLE
February 13, 2024	Deadline of submission Pertinent documents to Division Office	Applicants
February 15-16, 2023	Deadline of Initial Evaluation	Personnel Section
February 19-23, 2023	Division Evaluation of Qualified Applicants	Division HRMPSB Members and TWG

- All committee members are advised to be guided by the different issuances of the Department on recruitment, selection, evaluation and ranking of teacher-applicants.
- Strict compliance and dissemination of this memorandum to all concerned.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent



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Enclosure 2

Qualification Standards for Academic Track and Core Subjects

Master Teacher I (SG 18)

A. CSC Prescribed Qualifications	
Education	Relevant Master's degree
Experience	4 years of relevant teaching/industry work experience
Trainings	8 hours of training relevant to the subject area specialization
Eligibility	RA 1080 (Teacher)
B. Preferred Qualifications	
Education	Relevant Master's degree
Experience	4 years of relevant teaching/industry work experience
Trainings	8 hours of training relevant to the subject area specialization
Eligibility	RA 1080 (Teacher)



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Enclosure 3

Duties and Responsibilities of Master Teacher

Responsible for the effective delivery of the school's curriculum

1. Assumes leadership in the planning, preparation, and delivery of the instructional programs for the strands and subjects under his/her subject group.
2. Provides professional assistance and coaching to teachers under his/her supervisory control.
3. Observes classes/teachers for effective and competent delivery of the curriculum.
4. Coordinates with other SHS Subject Group Heads and SHS Teachers to ensure the holistic development of learners across all tracks, strands and subjects, through the supervision and guidance of the Assistant Principal for Academics; and
5. Reports to the Assistant Principal for Academics and/or Principal/School Head.