



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

December 01, 2022

**Division Memorandum**

No. 384, s. 2022

**SUBMISSION OF APPLICATION FOR MASTER TEACHER I AND ITS ANTICIPATED VACANCIES (3 VACANCIES)**

TO: **ALL INTERESTED QUALIFIED APPLICANTS**

1. This is to invite all interested **qualified applicants** to submit your application letter together with your pertinent documents for **Master Teacher I and its Anticipated Vacancies (3 Vacancies)**. Submission of application is until **December 12, 2022 at exactly 5:00 PM**.
2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are highly encouraged to apply.
3. The minimum Qualification Standard are as follows:

Position	Education	Training	Experience	Eligibility	Place of Submission
Master Teacher I	BEED 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 relevant experience	RA 1080 - Teacher	SDO
Teacher III	BEED or Bachelor's degree plus 18 professional units in Education	None Required	2 Years relevant	RA 1080 - Teacher	SDO
Teacher II	BEED or Bachelor's degree plus 18 professional units in Education	None Required	1 year relevant	RA 1080 - Teacher	SDO
Teacher I	BEED or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 - Teacher	SDO

4. As to the arrangement of documents, please follow the following order (**in 4 folders**).
  - A. *Application Letter*
  - B. *Personal Data Sheet w/ Work Experience Sheet*
  - C. *Performance Rating (3 Rating Period)*



**Address:** BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga  
**Email:** tabuk.city@deped.gov.ph  
**Website:** <https://www.depedtabukcity.com>



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*D. Appointment/ Service Record*

*E. Credit Points for Leadership, Potential and Accomplishments*

- a) *Introduced any of the following which has been adopted or used by the school or district:*
  - a.1. *Curriculum or Instructional Materials.*
  - a.2. *Effective Teaching Techniques or Strategies.*
  - a.3. *Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction.*
  - a.4. *A worthwhile income generating project (IGP) for pupils given recognition by higher officials in the division.*
- b) *Served as a subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special school organization like dramatic club. Glee club, science club, etc. and discharged such assignments satisfactorily for at least two years provided such assignments or services are in addition to, and not considered part of the regular teaching load.*
- c) *Served as chairman of a special committee such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program and discharged the work efficiently.*
- d) *Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, for community development, or teacher welfare.*
- e) *Coordinator of community project or activity or of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc., for at least two years.*
- f) *Organized/ managed an in-service activity or other similar activities at least on the school level.*
- g) *Credited with meritorious achievements*
- h) *Authorship*

*F. Education*

*G. Training with MOVs*

5. Please refer to **Regional Memorandum No. 178, s. 2020** for the MOVs to be attached.
6. An **Omnibus Sworn Statement** (Annex A) (Form available at the Records Unit of SDO) Checklist of Requirements shall be attached to the application stating that all documents submitted, and these documents are originally produced as an output of the performance of one's position description forms.
7. Submission of application and insertion of documents after the set deadline is not accepted.
8. For information and guidance.

  
**IRENE S. ANGWAY, CESO VI**  
Schools Division Superintendent



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