



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

October 7, 2022

DIVISION MEMORANDUM

No. 419 s. 2022

**RANKING FOR MASTER TEACHER I (Calbayog 2 District),
AND HEAD TEACHER I POSITIONS**

TO: Division Chiefs/Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Concerned Applicants

1. This Office hereby informs all interested applicants that there will be Ranking for Master Teacher I (Calbayog 2 District) and Head Teacher I (Elementary & Secondary) positions.
2. Applicants are required to submit the authenticated copies of the following documents (properly fastened in a folder **with tabbing** on the side for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labelled with applicant's name, present position/designation, and the position being applied for) on or before **October 17, 2022, to wit:**

POSITION	DOCUMENTS
Master Teacher I (Calbayog 2 District)	1. Letter of Intent
	2. Form 212 (Personal Data)
	3. Transcript of Records (TOR)
	4. Updated Service Record
	5. Performance Rating for the last 3 rating periods (if applicable)
	6. Valid PRC Professional License & Rating
	7. Certificate of Relevant Trainings/Seminars Attended
	8. Teaching Load Certification
	9. Documents for Outstanding Accomplishments <ul style="list-style-type: none">- Complete Demonstration Teaching Docs- Innovations/IGP- Special Order<ul style="list-style-type: none">- Subject Coordinator/Grade Chair/Adviser of Club or Organization- Chairman of Special Committee- Coordinator of community/project of other agency or rural service improvement for at least 2 years- Educational Research (member)- ACRs for in-service activities- commendations/recognition as Trainor/Coach of contestants/athletes/teams- Authorship
	10. Other applicable documents

	11. Omnibus Sworn Statement duly signed by the applicant and subscribed by a public notary
Head Teacher I (Elementary & Secondary)	1. Letter of Intent
	2. Form 212 (Personal Data Sheet) with work experience sheet
	3. Valid PRC Professional License/Cert of Eligibility
	4. Certificate of Rating (PBET/LET) (if any)
	5. Performance Rating for the last 3 rating period
	6. Updated Service Record or Certificate of Employment with duties and function
	7. Latest CSC Form 33 (Latest Appointment), if any
	8. Documents for Outstanding Accomplishments
	9. Transcript of Records for baccalaureate and/or Graduate/Post-Graduate Degree
	10. Certificate of Relevant Training/Seminars Attended
	11. Other applicable documents
	12. Omnibus Sworn Statement duly signed by the applicant and subscribed by a public notary

3. To qualify for the positions, applicants should meet the following qualification standards, per CSC 1997 Qualification Standards:

POSITION	CRITERIA	QUALIFICATION STANDARDS
A. Master Teacher I	Education	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
	Experience	Three (3) years relevant experience
	Training	None Required
	Eligibility	PBET/ TEACHER/ RA-1080
A. Head Teacher I (Elem & Secondary)	Education	Bachelors Degree in Elem. Education (BEED) or Bachelors Degree plus 18 prof. units in education/ Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization
	Experience	TIC for 1 year or Teacher for 3 years
	Training	24 hours of relevant training
	Eligibility	PBET/ TEACHER/ RA-1080

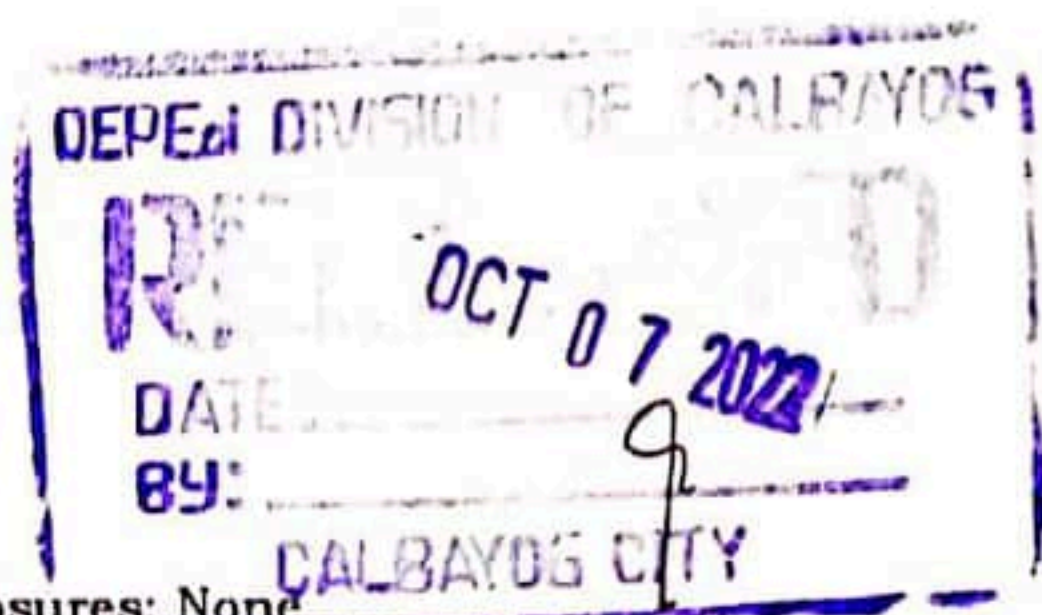
4. The Interview & confirmation of points shall be done on the following dates:

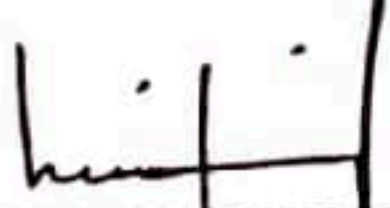
POSITION	DATES	VENUE
Head Teacher I (Elem)	October 21, 2022 – 9am	Division Office Conference Hall
Head Teacher I (Secondary)	October 21, 2022– 2pm	

5. All qualified applicants including Persons with Disability (PWD), Indigenous People (IP) and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply. PWD may request in advance for assistance needed during the interview process.
6. Deliberation of the results will be on October 25, 2022, 9:00 o'clock in the morning at DepEd Conference Hall.
7. Timeline of the evaluation process:

Activity	Schedule
Initial evaluation on the minimum requirement	October 18 – 19, 2022
Perusal of Documents by committees	October 20, 2022
Posting of Qualified applicants for interview	October 20, 2022
Interview & Confirmation of points	October 21, 2022
Deliberation	October 25, 2022
Finalization and posting of the Rank List	October 26, 2022

8. Participants to this activity are reminded to wear face masks and observe health protocols and standards set by the IATF and DOH.
9. The expenses of this activity (HRMPSB lunch and snacks) shall be charged against the local funds subject to the usual accounting and auditing rules and regulations.
10. For information, guidance and compliance of those concerned.




THELMA CABADSAN-QUITALIG PhD, CESO V
 Schools Division Superintendent

Enclosures: None

Reference: DO 42, s. 2007, DO 66, s.2007, DO 19, s. 2016, DO 29, s. 2002, DO 39, s. 2007, MEC Order No. 10, s. 1979, 1996 DepEd QS duly approved by CSC on June 19, 1996, 1995 DECS QS Manual for Unique Positions, 1997 QS

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

*Appointments
Master Teacher I
Head Teacher I*



P2 Brgy. Hamorawon, Calbayog City, Samar
 (055) 530-0059 | bit.ly/depedcalbayog
calbayogcity.division@deped.gov.ph

