



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

January 20, 2022

DIVISION MEMORANDUM NO. 23. S. 2022

**ANNOUNCEMENT OF VACANCIES FOR SECONDARY SCHOOL
MASTER TEACHER POSITIONS AND SCHEDULE OF
RECRUITMENT AND SELECTION PROCESSES**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
HRMPSB for Secondary
Heads of Elementary and Secondary Schools
All Others Concerned

1. This Office announces the recruitment and selection for Secondary School Master Teachers in this Schools Division.
2. Enclosed to this Memorandum are the following:
 1. List of vacant positions, specializations, and schools where the vacancies exist
 2. Qualification Standards for Master Teachers I and II
 3. Schedule of recruitment and selection
 4. List of documents to be submitted
 5. Composition of the Division HRMPSB
3. As part of the Interim Guidelines on Appointments and Other Human Resource Actions (IGA-OHRA) and the SDO's adherence to IATF's health and safety protocols, the selection process will be conducted virtually via Google Meet. Only the HRMPSB will stay at the SDO Conference Hall. The link to the open ranking will be emailed to all qualified applicants.
4. Immediate and wide dissemination of this Memorandum is desired.

ZENIA G. MOSTOLES, EDD CESO V
Schools Division Superintendent

OASDS-HRMPSB-Secondary
January 20, 2022





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Enclosure No. 1 to Division Memorandum No. _____ s. 2022

**LIST OF VACANCIES, LEARNING AREAS, AND SCHOOLS WHERE
VACANCIES EXIST**

1. Junior High School

Position	School	Learning Area
Master Teacher I	Frances HS	MAPEH
	San Ildefonso NHS	TLE
	San Roque NHS	TLE – ICT/Drafting
	Balagtas ANHS	Science
	San Miguel NHS	Science
Master Teacher II	FF Halili NAS	Araling Panlipunan
	FF Halili NAS	TVE - Agriculture
	Lolomboy NHS	TLE

a. Senior High School

Position	School	Learning Area
Master Teacher I	Sta. Lucia NHS	HUMSS IA
	Talipitip NHS	TVL IV-C
Master Teacher II	Iba NHS	TVL IV-D





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Enclosure No. 2 to Division Memorandum No. _____ s. 2022

QUALIFICATION STANDARDS (QS) FOR MASTER TEACHERS I AND II

Position Title/ Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Master Teacher I - JHS / SG 18	BSED or Bachelor's Degree plus 18 professional units in Education and 18 units for a Master's degree in Education or its equivalent	Teacher III for at least 3 years (as per Regional Order No. 3, s. 2014)	None	RA 1080
Master Teacher II – JHS / SG 19	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
Master Teacher I – SHS / SG 18 (HUMSS I-A)	Master's degree in relevant strand/subject	4 years of relevant teaching/industry work experience	8 hours of training relevant to the subject area of specialization	RA 1080
Master Teacher I – SHS / SG 19 (TVL IV-C)	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	1 year teaching experience and 6 months of relevant industry work experience	At least NC II+ TMC **I *Appropriate to the specialization	RA 1080
Master Teacher II – SHS / SG 19 (TVL)	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	1 year teaching experience and 1 year of relevant industry work experience	At least NC II+ TMC **I *Appropriate to the specialization	RA 1080

References:

2017 ORAOHRA (Revised 2018)

MEC Order 10, s.1979

“Implementing Rules and Regulations for the System of Career Progression for Public School Teachers”

DECS QS Manual for Unique Positions (1995)

DECS Order No. 57, s.1997

“Further Implementation of the Career Progression System for Master Teachers”

Regional Order No. 3, s.2014

Addendum to Regional Order 3, s.2012 entitled “Reclassification and Promotion of Teachers to Master Teacher I Position” and Regional Order 1, s.2013 entitled “Revised Guidelines on the Preparation and Submission of Upgrading (ERF) and Reclassification of Positions

DepEd Order 51, s.2017

Amended QS for SHS Teaching positions in the TVL Track and other Clarifications on the Hiring Guidelines





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Enclosure No. 3 to Division Memorandum No. _____ s. 2022

SCHEDULE OF RECRUITMENT AND SELECION PROCESSES

DATE	ACTIVITY
January 20, 2022	Announcement of Vacancies
January 27, 2022	Submission of documents on Qualification Standards to the Records Unit of the SDO or through courier
January 31, 2022	Assessment of documents on QS
February 3, 2022	Emailing of qualified applicants
February 8, 2022	Submission of documents on outstanding accomplishments as per MEC Order 10, s.1979 of qualified applicants
February 9, 2022	Assessment of documents as per MEC Order 10, s.1979 / Online Open Ranking 8:30 – 9:00 - Orientation 9:00 – 10:00 – MT – I – MAPEH – Frances HS 10:00 – 11:00 – MT – I – TLE – San Ildefonso NHS 11:00 – 12:00 – MT – I – TLE(ICT) – San Roque NHS 1:00 – 2:00 – MT-I – Science – Balagtas NAHS 2:00 - 3:00 – MT-I – Science – San Miguel HS 3:00 - 4:00 – MT-I – HUMSS I-A – Sta. Lucia HS 4:00 – 5:00 – MT-I – TVL IV-C – Taliptip NHS
February 10, 2022	Assessment of documents as per MEC Order 10, s.1979 / Online Open Ranking 8:00 – 9:00 - MT-II – Araling Panlipunan – FF Halili HS 9:00 – 10:00 – MT-II – TVE-Agriculture – FF Halili HS 10:00 – 11:00 – MT – II – TLE – Lolomboy HS 11:00 – 12:00 – MT – II – TVL-IV-D– Iba NHS





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Enclosure No. 4 to Division Memorandum No. _____ s. 2021

LIST OF REQUIREMENTS ON QS (Photocopies only)

Note: Use a red folder with cover page with name of applicant and position applied for

1. Application letter indicating the position, learning area and school where applying
2. CSC Form 212
3. Updated Service Record
4. Certificate of employment (work industry experience) for Senior HS TVL, if any
5. Transcript of Records (Bachelor's and Master's Degree)
6. Latest attested appointment or SDS-signed appointment in lieu of an attested appointment from the CSC
7. Performance Ratings for the last three rating periods (at least Very Satisfactory)
8. Certificates of participation in relevant trainings (for MT-II (JHS) and MT-II (SHS-HUMSS IA)
9. NC and TM Certificates appropriate to the specialization (for Senior HS TVL)
10. PRC license
11. Copy of the Teacher's Individual Program (teaching loads) signed by the Principal

**LIST OF REQUIREMENTS AS PER MEC ORDER 10, S.1979 TO BE
SUBMITTED BY QUALIFIED APPLICANTS (Original Copies)**

Note: Use a red folder with cover page with name of applicant and position applied for

1. Application letter indicating the position, learning area and school where applying
2. Latest attested appointment or SDS-signed appointment in lieu of an attested appointment from the CSC
3. Transcript of Records (Bachelor's and Master's Degrees)
4. Certificates, MOVs, and other documentary requirements on the criteria for ranking Master Teachers as per MEC Order 10, s. 1979 (worksheet on evaluation of documents to be emailed to qualified applicants)
5. Omnibus Certification of Authenticity and Veracity of Documents

* The candidates must possess all the qualification standards as well as the following points to be considered for the Master Teacher positions:

Master Teacher I – At least 25 points in leadership and potential or has been a demonstration teacher on the district level plus 15 points in leadership and potential

Master Teacher II – At least 30 points in leadership, potential, and achievement, or demonstration teacher on the division level plus 20 points in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotions





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Enclosure No. 5 to Division Memorandum No. _____ s. 2021

DIVISION HUMAN RESOURCE MERIT PROMOTION BOARD (HRMPSB)

Chairperson: Rowena T. Quiambao, CESE
Assistant Schools Division Superintendent

Members: Gregorio C. Quinto, Jr. EDD
CID Chief

Josefina Pedroche
AO IV, Records Unit, OIC Office of AO V

Victoria C. Madrigal
AO-IV, Personnel Unit

Principals of the schools where the vacancies exist

Observers: Education Program Supervisors of the learning areas of vacant MT
Positions

Secretariat: Crisanta Q. Alfonso

