



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

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September 05, 2022

DIVISION MEMORANDUM NO. 319 . S. 2022

**ANNOUNCEMENT OF VACANCIES FOR SECONDARY SCHOOL  
MASTER TEACHER AND HEAD 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 and Head Teacher III positions, 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 and Head Teacher III
  3. Schedule of recruitment and selection
  4. List of documents to be submitted
  5. Composition of the Division HRMPSB
3. The selection process shall be conducted face-to-face following the SDO's adherence to IATF's health and safety protocols. Please bring vaccination card and strictly wear face mask.
4. Immediate and wide dissemination of this Memorandum is desired.

  
**ZENIA G. MOSTOLES, EDD CESO V**  
Schools Division Superintendent





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Enclosure No. 1 to Division Memorandum No. 319 s. 2022

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

1. Junior High School

Position	School	Learning Area
Master Teacher I	Alexis Santos HS	TLE (ICT)
	Guiguinto Natl VHS	Filipino
	Guiguinto Natl VHS	English
	Parada NHS	Araling Panlipunan
Head Teacher III	Parada NHS	TLE

2. Senior High School

Position	School	Learning Area
Master Teacher II	Calumpit NHS	STEM III-A
	Fortunato F. Halili NAHS	TVL IV-A





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Enclosure No. 2 to Division Memorandum No. 3A s. 2022

**QUALIFICATION STANDARDS (QS) FOR MASTER TEACHERS I AND II**

Position Title/ Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
<b>1. Junior High School</b>				
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 (Teacher)
Head Teacher III/SG-16	Bachelor's Degree in Secondary Education or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 2 yrs; or Teacher for 5 yrs	24 hours of relevant training	RA 1080 (Teacher)
<b>2. Senior High School</b>				
Master Teacher II – SHS / SG 19 (STEM III-A)	Master's degree in relevant strand/subject	5 years relevant teaching/industry work experience	12 hours of training relevant to the subject area of specialization	RA 1080 (Teacher)
Master Teacher II – SHS / SG 19 (TVL IV-A)	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 **f *Appropriate to the specialization	RA 1080 (Teacher)

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Enclosure No. 3 to Division Memorandum No. 319 s. 2022

**SCHEDULE OF RECRUITMENT AND SELECTION PROCESSES**

DATE	ACTIVITY
September 23, 2022	Submission of documents on Qualification Standards to the Records Unit of the SDO
September 26, 2022	Assessment of documents on QS
September 27, 2022	Emailing of qualified applicants
October 03, 2022	Assessment of documents as per MEC Order 10, s.1979 / DepEd Order No. 42, s. 2007
October 4, 2022	Background investigation of the applicants included in the shortlist

*[Handwritten signature]*





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Enclosure No. 4 to Division Memorandum No. 319 s. 2022

**DIVISION HUMAN RESOURCE MERIT PROMOTION BOARD (HRMPSB)**

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

**Members:** Cecilia S. Custodio  
SGOD 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:** Garry Salamat  
Fresly John Corpuz

