



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

December 15, 2022

DIVISION MEMORANDUM
No. **467** s. 2022

ANNOUNCEMENT OF VACANCIES OF SCHOOL PRINCIPAL, MASTER TEACHER AND HEAD TEACHER POSITIONS IN THE JUNIOR HIGH SCHOOL LEVEL AND SCHEDULE OF SELECTION PROCESSES

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

1. This Office announces a division open ranking for the following vacant Master Teacher and Head Teacher positions in the Junior High School positions:

Position	School	Subject Area
School Principal IV		
School Principal II		
Head Teacher IV	Prenza NHS	English
Head Teacher III	Parada NHS	English
Head Teacher III	Felizardo C.Lipana MHS	English
Head Teacher III	Minuyan HS	Science
Head Teacher III	Calumpit NHS	Mathematics
Head Teacher III	Obando School of Fisheries	Mathematics
Master Teacher II	Mariano Ponce NHS	English
Master Teacher I	Minuyan HS	Araling Panlipunan
Master Teacher I	Felizardo C.Lipana MHS	MAPEH
Master Teacher I	Felizardo C.Lipana MHS	Araling Panlipunan
Master Teacher I	San Miguel NHS	English
Master Teacher I	FVR NHS	Filipino
Master Teacher I	Talipit NHS	Mathematics

2. The schedules of the recruitment, selection and hiring activities for the aforementioned vacant positions are as follows:

Activity	Date	Time	Venue
1. Submission of documents	December 23, 2022 (deadline)	8:00 – 5:00	Records Unit
2. Pre-assessment of documents by the HRMPSB	December 27, 2022	8:00 – 4:00	SDO Conference Hall
3. Emailing of qualified applicants by the HRMPSB Secretariat	December 27, 2022	4:00 – 5:00	
4. Appreciation of documents Interview and Examination (For School Principals and Head Teacher positions)	December 28, 2022	8:00 – 5:00	SDO Conference Hall





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

5. Appreciation of documents (For Master Teacher position)	December 29, 2022	8:00 – 5:00	SDO Conference Hall
---	-------------------	-------------	---------------------

3. The Qualification Standards (QS) for the said vacant secondary school HT positions are as follows:


Position Title/Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
School Principal IV/SG-22	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	Three (3) years as Principal	40 hours of relevant training	RA 1080 (Teacher)
School Principal II /SG-20	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	One (1) year as Principal	40 hours of relevant training	RA 1080 (Teacher)
Head Teacher IV/SG-17	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 3 years or MT for 2 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III/SG-16	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Position Title/Salary Grade	Education Requirements	Experience Requirements (DepEd Preferred Requirement)	Additional Requirements	Eligibility Requirements
Master Teacher II (JHS)/SG-19	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional units in education with appropriate major and 24 units for Master's Degree in Education or its equivalent	One (1) year as MT 1 or four (4) years as Teacher III	At least 30 points in leadership and potential or has been a demonstration teacher on division level plus 20 points in leadership and potential	RA 1080 (Teacher)
Master Teacher I (JHS)/SG-18	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional units in education with appropriate major and 18 units for Master's Degree in Education or its equivalent	Teacher III for three (3) years	At least 25 points in leadership and potential or has been a demonstration teacher on district level plus 15 points in leadership and potential	RA 1080 (Teacher)





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

4. Only the applicants who meet the Qualification Standards for the said vacant positions will be invited to the examination, interview and open ranking.
5. The photocopy of the following requirements shall be submitted to the Records Unit Attention: Human Resource Merit Promotion Selection Board (HRMPSB) for the initial evaluation. Applicants are required to attach a list of original documents submitted to be checked and received by the Records Unit. Only the submitted documents will be assessed by the HRMPSB. Documents which are submitted beyond the prescribed date will not be accepted.
 - a. Application Letter indicating the position and school applied for
 - b. Official Transcript of Records
 - c. Updated Service Records
 - d. Latest Approved Appointment or copy of transmittal to the CSC
 - e. Performance Rating for three (3) consecutive rating periods
 - f. Trainings/Seminars attended during the last promotion
 - g. Outstanding Accomplishments
6. Appreciation of documents for School Principal II and Head Teacher positions shall be based on DepEd Orders No. 39 & 42, s. 2007, while Master Teacher positions shall be based on MEC Order No. 10, s. 1079.
7. SDO Bulacan provides fair and equal opportunity to all qualified applicants for the positions who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability, religion, ethnicity or political affiliations.
8. Immediate and wide dissemination of this Memorandum is desired.


ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent

