



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

NOVEMBER 29, 2021

DIVISION MEMORANDUM

NO. 454, s. 2021

To: Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
HRMPSB – Chairman and Members
All Concerned

**CALL FOR APPLICATION FOR THE POSITIONS OF
SENIOR HIGH SCHOOL MASTER TEACHER II AND REGISTRAR I**

1. In view of transparent governance, this Office announces the opening of application for the positions of Senior High School Master Teacher II and Registrar I with the following basic Qualification Standards:

a. Master Teacher II (SG-19)

- **Education:** Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 education units and 24 units for a Master's Degree in Education or its equivalent (**with specialization in Science*)
- **Training:** Four (4) hours relevant training
- **Experience:** One (1) year as Master Teacher I or Four (4) years as Teacher III
- **Eligibility:** PBET/RA 1080 (LET)

Number of Vacant Position: 1





Needed Strand: *STEM-Science

Place of Assignment: *Tanza National Comprehensive High School

Duties and Responsibilities:

- Responsible for the effective implementation of the curriculum inside the classroom;
- Monitors and assesses academic performance, attendance and behavior of learners in his/her classes;
- May be tasked to participate in the implementation of career guidance and advocacy activities, as well as other Learner Support services; and
- Reports to the SHS Subject Group Head and Assistant Principal for Academics and/or Principal/School Head.



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“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”



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b. Registrar I (SG-11)

- **Education:** Bachelor's degree
- **Training:** None required
- **Experience:** None required
- **Eligibility:** Career Service (Professional) Second Level Eligibility

Number of Vacant Position: 1

Place of Assignment: Tagaytay City Cluster (*Tagaytay City National High School and Francisco P. Tolentino National High School*)

Duties and Responsibilities:





- Receives, updates, and maintains the records, reports and documents of the school, its staff and learners;
- Manages and updates the Learner Information System (LIS);
- Ensures an efficient process of registration and enrollment;
- Facilitates the process of releasing records of the school, staff, and learners to the necessary institutions; and
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.

2. *Place of assignment and specialization needed for Senior High School Master Teacher II position is based on the computation of needs of Master Teacher by strand (Division level) and existing inventory of teachers by school.

3. Interested applicants who are willing to assign in place of assignment stated above should submit the **hard copy of documents** following the arrangement of documents specified in DepEd Order No. 66, s. 2007 and Regional Memorandum No. 434, s. 2017:

- A. Original Copy of Letter of Intent to Apply addressed to the Schools Division Superintendent
- B. Original Copy of Personal Data Sheet with latest passport size picture
- C. Photocopy of Performance Rating – 3 consecutive years (if any)
- D. Experience – Photocopy of Service Record or Certificate of Employment
- E. Photocopy of Outstanding Accomplishments (if any)
 1. Awards
 - a. Certificate of Recognition
 - b. Copy of memorandum/issuances/invitation/program that the award has undergone to selection committee and selection criteria
 2. Innovations
 - a. Approved Project Proposal



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- b. Copy of innovative projects, instructional materials, program, software, or manual
 - c. Summary of the Results of its effectiveness/Cost-Benefit Analysis
 - d. Certification from the Principal/Supervisor/Head of Agency that it has been conceptualized, implemented, or adopted
 3. Research and Development Projects
 - a. Copy of Research
 - b. Research Output
 - c. Research Report
 4. Publication and Authorship
 - a. Copy of Research Journal, Article, Book, or Magazine
 5. Consultancy/Resource Speakership
 - a. Certificate of Recognition/Appreciation or Certificate of Completion if consultancy
 - b. For Resource Speakership: Training design or Training matrix where his/her name is indicated, Approved Travel Order, Invitation or Memorandum; For Consultancy: Certification from department, agency or private institution certifying the service(s) as consultant/professional expert.
 - F. Education and Trainings
 1. Photocopy of Latest Transcript of Records
 2. Photocopy of Certificates of Trainings attended
 - G. Photocopy of Certificate of Eligibility or PRC License
4. Human Resource Merit Promotion and Selection Board (HRMPSB) No. 006, s. 2020 has assigned points to each document under outstanding accomplishments submitted by teaching, teaching-related, non-teaching, and school head applicants. All interested applicants are hereby enjoined to submit all relevant documents stipulated in this Memorandum.
5. Folder of applicant shall be labelled with **applicant's name, position desired, and contact number**. Original copies of all documents submitted by the applicant shall be presented during open ranking. **Only documents submitted on or before the deadline shall be evaluated and no additional documents shall be honored during and after the conduct of open ranking.**
6. Submit on or before **December 17, 2021 (Friday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.
7. The Department of Education – Schools Division Office of Cavite Province shall strictly adhere to Division Memorandum No. 382, s. 2017 the “Equal Opportunity Principle (EOP) on Human Resource Management and Development”. All qualified



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applicants are encouraged to apply regardless of age, gender, civil status, disability, religion, ethnicity, or political affiliation.

8. Posting and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

RCD/ DM 454 s. 2021
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