



Republic of the Philippines
Department of Education
 REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

JULY 7, 2023

DIVISION MEMORANDUM
 NO. 281, s. 2023

**CALL FOR APPLICATION FOR THE POSITION OF
 SENIOR HIGH SCHOOL MASTER TEACHER II**

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

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

➤ **Master Teacher II (SG-19)**

Qualification Standards:

- **Education:** Master's degree in relevant strand/ subject (*with specialization in Mathematics*)
- **Training:** 12 hours of training relevant to the subject area specialization
- **Experience:** Five (5) years of relevant teaching/industry work experience
- **Eligibility:** PBET/RA 1080 (LET)

Number of Vacant Position: 1





Needed Strand: STEM-Mathematics

Place of Assignment: Bulihan Integrated High School

Duties and Responsibilities of Senior High School Master Teacher:

- 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



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- Reports to the SHS Subject Group Head and Assistant Principal for Academics and/or Principal/School Head.

2. Interested and qualified applicants who are willing to assign in place of assignment stated above shall fill-up the **Online Recruitment Form** thru this link: <https://tinyurl.com/OnlineRecruitmentForm> and print the email thread of their responses before submitting the **hard copy of documents** to the Division Office – Records Unit following the arrangement of documents specified in DECS Order No. 57, s. 1997, Regional Memorandum No. 434, s. 2017 and Division Memorandum No. 322, s. 2020:

- 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
- D. Experience – Photocopy of Service Record or Certificate of Employment
- E. Leadership, Potential and Accomplishments (if any)
 1. Curriculum or Instructional Materials
 - a. Approved project proposal
 - b. Copy of curriculum material
 - c. Summary of the results of its effectiveness
 - d. Certification that the innovation has been adopted
 2. Effective Teaching and Strategies
 - a. Concept Paper
 - b. Certification that the innovation has been adopted
 - c. Summary of the results of its effectiveness
 3. Simplification of Work
 - a. Concept Paper
 - b. Application of its Effectiveness
 - c. Cost-benefit Analysis
 - d. Financial Report of its Cost Effectiveness
 - e. Certification or evidence of corroboration from any of the following: School Head, District Supervisor or at least five co-teachers
 4. Income Generating Projects for Pupils
 - a. Project Proposal
 - b. Income Statement from the Recipients of the Project
 - c. Certificate of Award or Recognition
- F. Subject Coordinatorship /Grade Chairmanship/School Advisership
 1. Subject Coordinatorship /Grade Chairmanship for at least one year
 - a. Official Designation
 - b. Accomplishments for three years
 - c. Teacher’s Program/Work plan
 - d. Teacher’s load



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
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2. Advisorship of school publication or any special organization for at least two years
 - a. Official Designation
 - b. Accomplishments for three years (published school paper quarterly – e-copy)
 - c. Teacher's Program/Work plan
 - d. Teacher's Load
 - G. Chairmanship of Any Special Committee
 - a. Certification/Designation
 - b. Corroboration (at least 5, duly certified)
 - c. Accomplishment Report
 - d. Output of the Committee
 - H. Education Research
 - a. Research Itself with **certificate of authorship signed by Schools Division Superintendent**
 - b. Research Output
 - c. Research Report
 - I. Coordinatorship of Community Projects/Activities
 - a. Organizational/Barangay Resolution for the Designation or Certificate of Designation
 - b. Progress Report for two years (Before and After)
 - c. Approved Project Proposal
 - J. Organized or managed in-service activity or similar activities or LAC sessions
 - a. Approved Training/LAC design/Proposal by the Division
 - b. Memorandum showing the designation as chairman
 - c. Completion Report/Attendance
 - K. Meritorious Achievement
 1. Trainer or Coach
 - a. Copy of Certificate of Recognition
 2. Coordinator of BSP/GSP Activities
 - a. Designation as Scout Coordinator
 - b. Approved Proposal of the Scouting Activity
 - c. Accomplishment Report
 - d. Commendation by Authority
 - L. Publication
 - a. Copy of Research Journal, Article, Book, or Magazine
 - M. Education and Trainings
 - a. Photocopy of Latest Transcript of Records
 - b. Photocopy of Certificates of Trainings attended
 - N. Photocopy of PRC License
3. Human Resource Merit Promotion and Selection Board (HRMPSB) No. 006, s. 2020 has assigned points to each document under outstanding accomplishments
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“Serbisyon Pang-Edukasyon Tapat at Sapat para sa Batang KABITENYO”



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submitted by teaching (promotion) applicants. All interested applicants are hereby enjoined to submit all relevant documents stipulated in this Memorandum.

4. 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.

5. Submit on or before **July 24, 2023 (Monday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.

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

ROSEMARIE D. TORRES, CESO V
Schools Division Superintendent

RCD/DM 281 s. 2023
BU-22550/07/07/2023



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