



January 13, 2022

ANNOUNCEMENT of VACANT POSITIONS

SENIOR HIGH SCHOOL IN DIGOS CITY

Vacant Position: **MASTER TEACHER I (Senior High School) – SG 18**
Item No.: **OSEC-DECSB-MTCHR1-750055-2016**
Location: **SENIOR HIGH SCHOOL IN DIGOS CITY**
(Academic Track - Humanities and Social Sciences Strand)

MINIMUM REQUIREMENTS

Education: Master's degree in relevant strand/subject
Experience: 4 years of relevant teaching/industry work experience
Training: 8 hours of training relevant to the subject area of specialization
Eligibility: * Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring
* Applicants for a contractual position: None required
* Practitioners (part-time only): None required
Competency: Must have demo teaching in the school or district level

Qualified applicants to the **ABOVEMENTIONED POSITIONS** shall address their application letter to **CRISTY C. EPE, SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to **SENIOR HIGH SCHOOL IN DIGOS CITY**.

Further, the application letter and following pertinent documents listed below shall be produced in **TWO SETS (2 copies each)** enclosed in **ONE (1)** white folder with the **FOLDER TAG** printed with full **SURNAME, GIVEN NAME** and **MIDDLE NAME** of the applicants with **FONT (CALIBRI 20 BOLD)** for 201 File purposes, to wit:

1. **Letter of Intent/Application Letter;**
2. **Personal Data Sheet (CSC Form 212) with latest 2x2 ID picture;**
3. **Certificate of Employment** (if any);
4. **Performance Ratings for the last 3 rating periods;**
5. **Updated Service Record;**
6. **Official Transcript of Records with CAV issued by CHED;**
7. **Career Service Eligibility Certificate or Authenticated copy of the PRC License;**
8. **Certificates of speakership/training/seminar/workshops relevant to vacant position, and recognition/appreciation/commendation/awards not used in the latest promotion;**
9. **Latest Appointment if government employee;** and
10. **Position Description Form**

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to **MEC Order No. 10, series of 1979**. A division memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website and Human Resource Section DepEd Digos City Division Facebook page. At the same time, qualified applicants will be informed through e-mail and text message.

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

THE DEADLINE FOR THE SUBMISSION OF THE APPLICATIONS FOR INTERESTED APPLICANTS SHALL BE ON JANUARY 28, 2022. THE DEADLINE FOR THE SUBMISSION OF THE SCHOOL SELECTION COMMITTEE TO THE SCHOOLS DIVISION OFFICE SHALL BE ON FEBRUARY 4, 2022.


FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

Posted in:

Senior High School in Digos City
Civil Service Commission DDS FO