



April 5, 2022

ANNOUNCEMENT of VACANT POSITIONS

DIGOS CITY NATIONAL HIGH SCHOOL

Vacant Position: **MASTER TEACHER I (Secondary Grades) – SG 18**
Item No.: OSEC-DECSB-MTCHR1-751787-1998
Location: **DIGOS CITY NATIONAL HIGH SCHOOL**
Subject: **SCIENCE**

MINIMUM REQUIREMENTS

Education: Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent
Experience: 3 years relevant experience
Training: None required
Eligibility: LET/PBET/R.A. 1080 (Teacher)
Competency: Must have demo teaching in the school or district level

Vacant Position: **MASTER TEACHER II (Secondary Grades) – SG 19**
Item No.: OSEC-DECSB-MTCHR2-750641-1998
Location: **DIGOS CITY NATIONAL HIGH SCHOOL**
Subject: **SOCIAL STUDIES**

MINIMUM REQUIREMENTS

Education: Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent
Experience: 1 year as Master Teacher I or 4 years as Teacher III
Training: 4 hours of relevant training
Eligibility: LET/PBET/R.A. 1080 (Teacher)
Competency: Must have demo teaching in the division level

Vacant Position: **MASTER TEACHER II (Secondary Grades) – SG 19**
Item No.: OSEC-DECSB-MTCHR2-750643-1998
Location: **DIGOS CITY NATIONAL HIGH SCHOOL**
Subject: **TLE/TVE**

MINIMUM REQUIREMENTS

Education: Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent
Experience: 1 year as Master Teacher I or 4 years as Teacher III
Training: 4 hours of relevant training
Eligibility: LET/PBET/R.A. 1080 (Teacher)
Competency: Must have demo teaching in the division 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 **DIGOS CITY NATIONAL HIGH SCHOOL**.

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**

Applicants are required to fill up the electronic google form upon submission of application documents. Please access this link: <https://tinyurl.com/su5udtds>.

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** (see attached Enclosure to MEC 10 s. 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 APRIL 20, 2022. THE DEADLINE FOR THE SUBMISSION OF THE SCHOOL SELECTION COMMITTEE TO THE SCHOOLS DIVISION OFFICE SHALL BE ON APRIL 27, 2022.

FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

Posted in:

Digos City NHS/Other Secondary Schools
Civil Service Commission DDS FO



CREDIT POINTS FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS

<p>a. Introduced any of the following which has been adopted or used by the school or district</p> <ul style="list-style-type: none"> * Curriculum or instructional materials * Effective teaching techniques or strategies * Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction * A worthwhile income generating project for pupils given recognition by higher officials in the division 	20 points any one of the items
<p>b. Served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc. and discharged such assignment satisfactorily for at least two years provided such assignments or services are in addition to, and not considered part of, the regular teaching load;</p>	12 points
<p>c. Served as chairman of a special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program, and discharged the work efficiently;</p>	12 points
<p>d. Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, for community development, or teacher welfare</p> <p style="padding-left: 20px;"><u>For participation as member of such activity (7 points)</u></p>	12 points
<p>e. Coordinator/member of community project or activity or of a program of another agency or coordinator of rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. for at least two years;</p> <p style="padding-left: 20px;"><u>For participation as member of such activity (7 points)</u></p>	12 points
<p>f. Organized/managed in-service activity or other similar activities at least on the school level;</p>	12 points
<p>g. Credited with meritorious achievements such as</p> <p>(1) Trainor of or coach to contestants who receive prizes, commendations or any form of recognition:</p> <ul style="list-style-type: none"> National winner 10 pts Regional winner 5 pts Division winner 3 pts <p>(2) Athletic coach of athletes or teams who won prizes as follows:</p> <ul style="list-style-type: none"> National level 10 pts Regional level 5 pts Provincial level 3 pts District level 1 pt <p>(3) Coordinator of Boy Scout or Girl Scout activities:</p> <ul style="list-style-type: none"> National level 10 pts Regional level 5 pts Provincial level 3 pts District level 1 pt 	10 points
<p>h. Authorship</p> <p>(10 points for a book and 1 point for each article provided they are on education)</p> <ul style="list-style-type: none"> Sole authorship 10 pts Co-authorship 5 pts Article 1 pt per article 	10 points
<p>TOTAL</p>	100 points