



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



September 15, 2022

ANNOUNCEMENT of VACANT POSITION

(OPEN TO ALL INTERESTED AND QUALIFIED TEACHING PERSONNEL IN DIGOS ORIENTAL DISTRICT)

DON MARIANO MARCOS ELEMENTARY SCHOOL

Vacant Position: **MASTER TEACHER I – SG 18**
Item No.: **OSEC-DECSB-MTCHR1-751650-1998**
Location: **DON MARIANO MARCOS ELEMENTARY SCHOOL**

MINIMUM REQUIREMENTS

Education: Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education; 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

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 the **PUBLIC SCHOOLS DISTRICT SUPERVISOR FOCAL PERSON OF DIGOS ORIENTAL DISTRICT**.

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;**
10. **Position Description Form (if any); and**
11. **Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.**

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

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 (www.depeddigoscity.org). At the same time, qualified applicants will be informed through e-mail and/or 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 SEPTEMBER 25, 2022. THE DEADLINE FOR THE SUBMISSION OF THE PUBLIC SCHOOLS DISTRICT SUPERVISOR TO THE SCHOOLS DIVISION OFFICE SHALL BE ON SEPTEMBER 30, 2022.

DepEd Schools Division of Digos City
RECORDS SECTION

FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

Posted in:
Digos Oriental District
Don Mariano Marcos Elementary School
Civil Service Commission DDS FO

22-91029
RECEIVED
DATE: SEP 16 2022 TIME: 1:50PM

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) Trainer of or coach to contestants who receive prizes, commendations or any form of recognition:</p> <table style="margin-left: 20px; border: none;"> <tr><td>National winner</td><td style="text-align: right;">10 pts</td></tr> <tr><td>Regional winner</td><td style="text-align: right;">5 pts</td></tr> <tr><td>Division winner</td><td style="text-align: right;">3 pts</td></tr> </table> <p>(2) Athletic coach of athletes or teams who won prizes as follows:</p> <table style="margin-left: 20px; border: none;"> <tr><td>National level</td><td style="text-align: right;">10 pts</td></tr> <tr><td>Regional level</td><td style="text-align: right;">5 pts</td></tr> <tr><td>Provincial level</td><td style="text-align: right;">3 pts</td></tr> <tr><td>District level</td><td style="text-align: right;">1 pt</td></tr> </table> <p>(3) Coordinator of Boy Scout or Girl Scout activities:</p> <table style="margin-left: 20px; border: none;"> <tr><td>National level</td><td style="text-align: right;">10 pts</td></tr> <tr><td>Regional level</td><td style="text-align: right;">5 pts</td></tr> <tr><td>Provincial level</td><td style="text-align: right;">3 pts</td></tr> <tr><td>District level</td><td style="text-align: right;">1 pt</td></tr> </table>	National winner	10 pts	Regional winner	5 pts	Division winner	3 pts	National level	10 pts	Regional level	5 pts	Provincial level	3 pts	District level	1 pt	National level	10 pts	Regional level	5 pts	Provincial level	3 pts	District level	1 pt	10 points
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<p>h. Authorship</p> <p>(10 points for a book and 1 point for each article provided they are on education)</p> <table style="margin-left: 20px; border: none;"> <tr><td>Sole authorship</td><td style="text-align: right;">10 pts</td></tr> <tr><td>Co-authorship</td><td style="text-align: right;">5 pts</td></tr> <tr><td>Article</td><td style="text-align: right;">1 pt per article</td></tr> </table>	Sole authorship	10 pts	Co-authorship	5 pts	Article	1 pt per article	10 points																
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<p>TOTAL</p>	100 points																						