



January 11, 2023

## ANNOUNCEMENT of VACANT POSITIONS

### MATTI ELEMENTARY SCHOOL

Vacant Position: **MASTER TEACHER I – SG 18**  
 Item No.: **OSEC-DECSB-MTCHR1-751646-1998**  
 Location: **MATTI 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 **PUBLIC SCHOOLS DISTRICT SUPERVISOR FOCAL PERSON OF MT. APO 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 addressed to the Head of Office;
2. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
3. Photocopy of Certificate of Eligibility/Rating/License/ID;
4. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
5. Photocopy of Service Record or Certificate of Employment, if applicable;
6. Photocopy of Certificates of Training, if applicable;
7. Photocopy of the performance rating in the last three (3) rating periods (if applicable);
8. Omnibus Sworn Statement;
9. Checklist of Requirements;
10. Other documents as may be required; 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/Deped-Digos-Application>.

All submission must be **EAR-TAGGED** for ease in the evaluation /review of the documents.

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](http://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 JANUARY 21, 2023. THE DEADLINE FOR THE SUBMISSION OF THE SCHOOLS HEAD TO THE SCHOOLS DIVISION OFFICE SHALL BE ON JANUARY 26, 2023.**

Schools Division Office of Digos City, ALCOMENDRAS  
 Administrative Officer

Posted in  
 Matti Elementary School  
 Mt. Apo District  
 Civil Service Commission DDOs FO

OSDS / ADMIN / HR / dbe

RECORDS SECTION  
**RELEASED**  
 DATE: JAN 17 2023 TIME: 2:28 PM

## 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"> <li>* Curriculum or instructional materials</li> <li>* Effective teaching techniques or strategies</li> <li>* Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction</li> <li>* A worthwhile income generating project for pupils given recognition by higher officials in the division</li> </ul>	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;">For participation as member of such activity (7 points)</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;">For participation as member of such activity (7 points)</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> <table style="margin-left: 20px; border: none;"> <tr><td>National winner</td><td>10 pts</td></tr> <tr><td>Regional winner</td><td>5 pts</td></tr> <tr><td>Division winner</td><td>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>10 pts</td></tr> <tr><td>Regional level</td><td>5 pts</td></tr> <tr><td>Provincial level</td><td>3 pts</td></tr> <tr><td>District level</td><td>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>10 pts</td></tr> <tr><td>Regional level</td><td>5 pts</td></tr> <tr><td>Provincial level</td><td>3 pts</td></tr> <tr><td>District level</td><td>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 (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>10 pts</td></tr> <tr><td>Co-authorship</td><td>5 pts</td></tr> <tr><td>Article</td><td>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><b>TOTAL</b></p>	<b>100 points</b>																						