



Republic of the Philippines  
Department of Education  
Region III  
SCHOOLS DIVISION OF PAMPANGA

July 8, 2024

DIVISION MEMORANDUM  
NO. **416**, s. 2024

**VACANCY ANNOUNCEMENT: MASTER TEACHER POSITIONS  
(JUNIOR HIGH SCHOOL)**

TO : SGOD and CID Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This is to announce the recruitment, selection and hiring of Master Teacher positions to be stationed in this Division, to mention:

POSITION	STATION	ITEM NO.	DEADLINE OF SUBMISSION	PRE-ASSESSMENT	ONLINE OPEN RANKING
Master Teacher I (Mathematics)	Justino Sevilla HS, Arayat	OSEC-DECSB-MTCHR1-151469-1998	July 18, 2024	July 19, 2024 (HRMPSB ONLY)	TBA
Master Teacher I (TLE)	Betis NHS, Guagua	OSEC-DECSB-MTCHR1-150571-2016			

2. The Qualification Standards of the said position are indicated in the table below.

QUALIFICATION STANDARDS	
A. Master Teacher I / SG-18	
B. CSC Prescribed Qualifications	
Education	Bachelor of Elementary/Secondary Education or bachelor's degree plus 18 professional unit in Education and 18 units for a Master's degree in Education or its equivalent
Experience	3 years of relevant experience
Eligibility	RA 1080
Trainings	None required

3. All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

4. Applicants are advised to submit the photocopied documents to the Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking.

5. Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office.



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
Telephone No.: (045) 435-2728; (045) 435-7404  
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6. Appraisal of credentials will be based on MEC Order No. 10, s. 1979 together with Division Memorandum No. 18 s. 2013 dated March 27, 2013 and HRMPSB Resolution No. 01, s.2021 dated September 10, 2021.

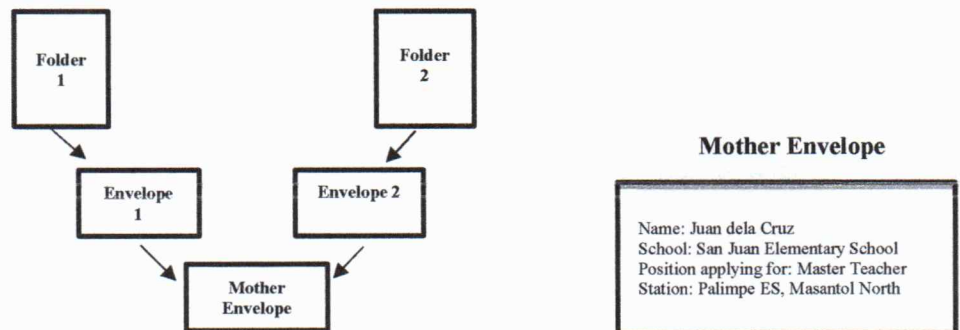
7. Submit the following documents in a plain white folder for assessment with proper tabs/labels and enclosed in a sealed brown envelope (1 copy each folder):

**Envelope 1: Documents for Qualification Standards**

- Application letter stating the position applied for
- Omnibus certification of authenticity and veracity of documents duly notarized
- Copy of latest approved Appointment/ Copy of transmittal to CSC
- CSC Form 212-Revised 2017 (with active contact number and email address)
- Transcript of Records (authenticated by the issuing school)
- Certificate of Trainings
- Service Record
- Signed and Approved Performance Ratings for the last three rating periods prior screening should be at least VS (following the hierarchy of signatories as per DO No. 2, s. 2015, Annex A)

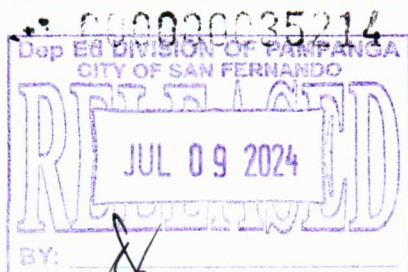
**Envelope 2: Documents for Computation of Points**

- CSC Form 212-Revised 2017 (with active contact number and email address)
- Copy of latest approved Appointment/ Copy of transmittal to CSC
- Documents for claims on leadership, potentials and accomplishments
- Other documents relevant to the position applied for.



7. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.

8. Immediate dissemination of this Memorandum is desired.



**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent



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