



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

August 20, 2024

DIVISION MEMORANDUM
 NO. 537, s. 2024

**VACANCY ANNOUNCEMENT: MASTER TEACHER POSITION
 (SENIOR 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 position to be stationed in this Division, to mention:

POSITION	STATION	ITEM NO.	DEADLINE OF SUBMISSION	PRE-ASSESSMENT	ONLINE OPEN RANKING
SHS Master Teacher I (HUMSS-IA) English	Turik Suliman HS, Masantol	OSEC-DECSB-MTCHR1-150150-2016	September 02, 2024	September 03, 2024 (HRMPSB ONLY)	TBA
SHS Master Teacher I (HUMSS-IA) English	Ayala High School, Magalang	OSEC-DECSB-MTCHR1-150166-2016			

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

QUALIFICATION STANDARDS FOR SENIOR HIGH SCHOOL	
A. ACADEMIC TRACK / Master Teacher I / SG-18	
B. CSC Prescribed Qualifications	
Education	Master's degree in relevant strand/ subject
Experience	4 years of relevant teaching/industry work experience
Eligibility	Applicants for a permanent position: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring
Trainings	8 hours of training relevant to the subject area specialization

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.

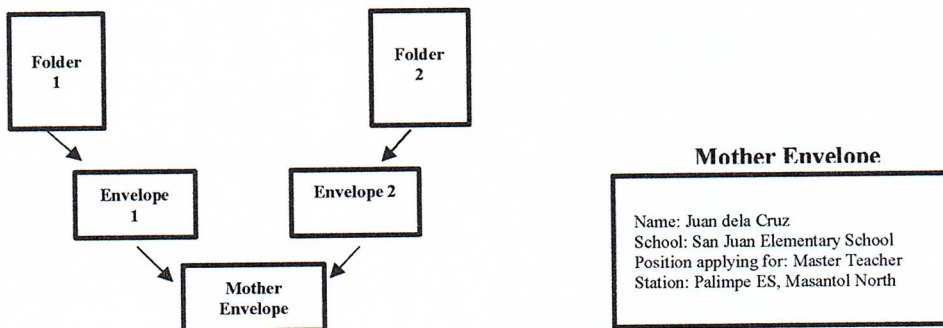
7. Submit the following documents in a plain white folder for assessment with proper tabs/labels and enclosed in a sealed brown envelope (1 copy each folder):

Envelope 1: Documents for Qualification Standards

- a) Application letter stating the position applied for
- b) Omnibus certification of authenticity and veracity of documents duly notarized
- c) Copy of latest approved Appointment/Copy of transmittal to CSC
- d) CSC Form 212-Revised 2017 (with active contact number and email address)
- e) Transcript of Records (authenticated by the issuing school)
- f) Certificate of Trainings
- g) Service Record
- h) 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

- a) CSC Form 212-Revised 2017 (with active contact number and email address)
- b) Copy of latest approved Appointment/ Copy of transmittal to CSC
- c) Documents for claims on leadership, potentials and accomplishments
- d) 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.

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8. Immediate dissemination of this Memorandum is desired.



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



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