



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

CAGAYAN DE ORO CITY

RELEASED

DATE: MAR 10 2023

Office of the Schools Division Superintendent

10 March 2023

DIVISION MEMORANDUM

No. 109 s.2023

ANNOUNCEMENT OF VACANT MASTER TEACHER POSITIONS

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary Public School Heads and Principals
CID and SGOD Personnel
All Others Concerned

1. The following are the schools with their respective vacant Master Teacher positions and corresponding item numbers.

ELEMENTARY			
DISTRICT	SCHOOL	POSITION TITLE	PLANTILLA ITEM NO.
CENTRAL	City CS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-661285-1998
	City CS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-661309-1998
EAST II	East City CS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-661313-1998
SOUTH	Macasandig ES	MASTER TEACHER I	OSEC-DECSB-MTCHR1-661290-1998
	Camaman-an ES	MASTER TEACHER I	OSEC-DECSB-MTCHR1-661348-1998
WEST I	West City CS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-660099-2014
	West City CS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-661342-1998
	Balulang ES	MASTER TEACHER I	OSEC-DECSB-MTCHR1-661511-1998
	West City CS	MASTER TEACHER II	OSEC-DECSB-MTCHR2-660490-1998
WEST II	Bulua CS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-660019-2002

SECONDARY		
SCHOOL	POSITION TITLE	PLANTILLA ITEM NO.
Lapasan NHS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-660002-2005
Lumbia NHS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-660042-2012
Macabalan NHS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-660021-2010



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2. For **Master Teacher** (ELEMENTARY). The District Selection Committee, headed by the designated Public Schools District Supervisor (PSDS) shall be responsible for posting the vacancies in not less than three (3) conspicuous places within and outside the District Central School premises from **March 13 to 31, 2023**. After which, he/she shall accept letters of intent with supporting documents from interested applicants.

3. Interested applicants from other schools in this division may submit their letter of intent to the concerned school heads. Deadline for submission of applications on or before **5:00 p.m. of March 31, 2023**.

4. Applicants are expected to submit the following documentary requirements with proper **TABBING** in a clean, unmarked folder/envelope:

- A. Letter of Intent (*addressed to School Head*)
- B. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet. *You may download this form at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personnel-data-sheet-revised-2017.html>*
- C. Photocopy of Certificate of Eligibility/rating/license.
- D. Photocopy of Performance ratings in the last three (3) rating periods (*if applicable*)
- E. Photocopy of Certificate of relevant experience/employment (*Assignment/Designation Order*).
- F. Photocopy of outstanding accomplishments:
 - f.a.) Introduced any of the following which has been adopted or used by the school or district:
 - Curriculum or instructional materials
 - Effective Teaching Strategy
 - Simplification of Work
 - Income Generating Project
 - f.b.) Subject Coordinator or Grade Chairman
 - f.c.) Chairman of Special Committee
 - f.d.) Educational Research
 - f.e.) Coordinator of Community Project
 - f.f.) Organized / Managed In-Service Activity
 - f.g.) Meritorious Achievement of any of the following:
 - Trainer / Coach to contestants who receive prizes, commendations or any form of recognition
 - Athletic Coach of athletes or teams who won prizes
 - Coordinator of BSP / GSP Activities
 - f.h.) Authorship (*Certification and Article*)
- G. Photocopy of Transcript of Records (*Bachelor's Degree / Masteral Degree / Doctorate Degree*) and Certification (*if CAR not reflected in TOR*)
- H. Photocopy of Certificate of relevant trainings and seminars attended.
- I. Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted

5. All applications shall be forwarded to the District Central School where the school with the vacancy belongs. The District Selection Committee, headed by the designated Public Schools District Supervisor (PSDS) will then conduct a preliminary evaluation of applicant documents on **April 03, 2023** which shall generate a District Selection Line-up to be certified by PSDS.

6. Posting of School Selection Line-up will be on **April 4, 2023**.



7. School Evaluation and Interview will be done by the District Selection Committee on **April 19, 2023**, at their respective District Schools.

8. For **Master Teacher I** (JUNIOR HIGH SCHOOL), all applications shall be forwarded to the Secondary School where the vacancy exists. The School Selection Committee headed by the School Principal shall be responsible for posting the vacancies in not less than three (3) conspicuous places in the school and conduct a preliminary evaluation of applicant documents, generating a School Selection Line-up certified by the School Head, observing the same timeline indicated above.

9. **MEC Order No. 10, s. 197** shall be used as basis for document evaluation and interview.

10. On **April 20, 2023**. The concerned School Heads / PSDSs are directed to submit the following documents to the Division Office:

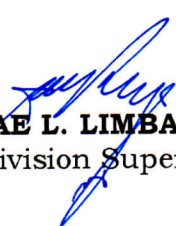
- a.) Selection Line-up
- b.) Certification of Posting of Selection Line-up
- c.) Rank List
- d.) Minutes of Ranking

11. **Final Evaluation** of documents by the Division Human Resource Merit Promotion Selection Board (HRMPSB) together with the Chairman of School Selection Committee for Secondary and Chairman of District Selection Committee for Elementary will be announced on separate memorandum.

12. This Office promotes the Equal Employment Opportunity Principle (EEOP). Qualified candidates are welcome to apply regardless of disability, sexual orientation, gender, age, religion and ethnicity.

13. In case of Disability, please disclose what assistance you need (e.g., auxiliary aids and services to visually or hearing impaired, wheelchair etc.) for this division to provide reasonable accommodations.

14. This office directs the immediate and wide dissemination of this memorandum.


CHERRY MAE L. LIMBACO - REYES
Schools Division Superintendent

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT	EMPLOYMENT	EVALUATION	POSITIONS
PROMOTIONS	RECRUITMENT	SELECTION	

CAA-MFN / DM – announcement of vacant teaching positions
March 10, 2023



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