



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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**13 Feb 2024**

**DIVISION MEMORANDUM**

CID-2024-062

CALL FOR APPLICATIONS FOR THE VACANT MASTER TEACHER I  
POSITION IN MAITUM 1 DISTRICT

To: Assistant Schools Division Superintendent  
Public Schools District Supervisor Concerned  
Public Elementary Schoolheads Concerned  
All Interested Applicants

1. Pursuant to Division Memorandum OSDS-2024-028 re Notice of Vacancy, the Maitum 1 District is calling for applications for the vacant Master Teacher I position at Wali Integrated School, Maitum, Sarangani Province.
2. In line with the Equal Employment Opportunity Principle (EEOP), the District Office encourages all interested and qualified applicants regardless of age, sex, gender, identity, sexual orientation, ethnicity, political affiliation, religion, economic and social status, and physical disability to apply.
3. Applicants are required to fill out an online registration form at [bit.ly/DepEdSarApplicantsOnlineRegistration](http://bit.ly/DepEdSarApplicantsOnlineRegistration). The application folders of those who have not registered online will not be accepted.
4. Application letters should be addressed to the Schools Division Superintendent and submitted, along with the other pertinent documents, to Maitum 1 District **on or before February 19, 2024**.
5. Please refer to DepEd Order (DO) No. 19, s. 2022 re The Department of Education Merit Selection Plan and DO 7, s. 2023 re Guidelines on the Recruitment, Selection, and Placement in the Department of Education for the conduct of recruitment and screening activities. Moreover, the criteria outlined in Division Memorandum No. 178, s. 2021 re Internal Guidelines on the Recruitment, Selection, and Placement Process relative to the Implementation of DepEd Order No. 66, s. 2007 and DepEd Order No. 42, s. 2007 and DECS Order No. 57, s. 1997, Division Advisory (DA) No. 220, s. 2021 and DA No. 167, s. 2022 shall remain enforced for the evaluation of application documents and computation of points to be used in the Comparative Assessment Result.
6. Enclosed are the target timeline of the recruitment and selection activities, checklist of requirements, and qualifications standards of the vacant positions for easy reference.
7. For inquiries, contact Mr. Eriel L. Napila at 09214154289.



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8. Immediate dissemination of this Memorandum is desired.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

BUREAUS AND OFFICES  
HIRING  
RECRUITMENT

ELN/CID-DISS/MLA – call for applications for the vacant master teacher i position in maitum 1 district  
0201/February 13, 2024

**(Enclosure to DM-CID-2024-062)**

CALL FOR APPLICATIONS FOR THE VACANT MASTER TEACHER I  
POSITION IN MAITUM 1 DISTRICT

The following Schoolheads of MAITUM 1 District were informed of the vacant position:

<b>Name of Schoolhead</b>	<b>Position</b>	<b>Signature</b>
1. Fe B. Arago	HT III	
2. Rex S. Bragado	Principal I	
3. Esmenia T. Cabanag	HT I	
4. Shiegrid G. Corpuz	Principal I	
5. Maria Laurie A. Lacaba	Teacher III	
6. Marilou Y. Matulac	Teacher I	
7. Jayson B. Mobesar	Teacher I	
8. Joel T. Nabor	Teacher III	
9. Eriel L. Napila	Principal I	
10. Sepher Pagaray	Teacher III	
11. Ailen M. Valdez	Teacher III	

**(Enclosure to DM-CID-2024-062)**

CALL FOR APPLICATIONS FOR THE VACANT MASTER TEACHER I  
POSITION IN MAITUM 1 DISTRICT

APPLICATION REQUIREMENTS

**Master Teacher I-II**

1. One (1) original copy of the Application letter (the position applied for must be specifically indicated).
2. One (1) original copy of CSC Form No. 212 - Personal Data Sheet (PDS) with Work Experience Sheet.
3. One (1) photocopy of a valid and updated PRC License/ID.
4. One (1) photocopy of the latest appointment, if applicable.
5. One (1) photocopy of Transcript of Record (TOR) with CAV from CHED or Certification from Schools Registrar's Office indicated as Complete Academic Requirement (CAR)/Graduate in Masteral/Doctoral Degree, if applicable.
6. One (1) photocopy of Performance Ratings in the last rating period(s) covering one (1) year of performance prior to the assessment.
7. One (1) photocopy of Certificate of Employment/Service Record and other designations (period/duration of employment must be indicated).
8. One (1) photocopy of:
  - a. Class Program Demonstration Teaching-related documents
  - b. Leadership, Potentials, and Accomplishments related documents
  - c. Curriculum Material or Techniques or Simplified Work and Income Generating Projects related documents
  - d. Subject, Grade, and Club Chairmanship related documents
  - e. Committee chairmanship-related documents
  - f. Educational Research Project Coordinator/Community involvement-related documents
  - g. Organized In-Service Training related documents
  - h. Proof of Trainer or Coach-related documents
  - i. Proof of Authorship related documents
9. One (1) Original copy of Checklist of Requirements and Omnibus Sworn Statement on the Certification of the Authenticity and Veracity (CAV) of the documents submitted and the Data Privacy Consent Form

**(Enclosure to DM-CID-2024-062)**

CALL FOR APPLICATIONS FOR THE VACANT MASTER TEACHER I  
POSITION IN MAITUM 1 DISTRICT

DOCUMENTS TO BE SUBMITTED BY THE DISTRICT HRMPSB

1. One (1) Application folder for each applicant. Each folder must contain the following to be placed on top of the applicant's documents:
  - a) Checklist of Requirements
  - b) Applicant Scoresheet
  - c) Written Notice to Applicant
  - d) Individual Evaluation Sheet
2. Two (2) original copies District Comparative Assessment Result (CAR)
3. One (1) original copy of Initial Evaluation Result (IER)
4. One (1) original copy of District Final Deliberation
5. One (1) original copy District Sub-committee Composition duly signed by the Schools Division Superintendent
6. One (1) original copy District Memorandum announcing the vacancies within their jurisdiction as proof that the vacancy was disseminated, the memorandum must reflect the signatures of the School Heads within the District.
7. One (1) original copy of the District Head's Certification that the announcement of vacant positions has been posted in the three (3) conspicuous places within the premises of the district.
8. District Subcommittee Chairperson Certification (Annex 8).

**(Enclosure to DM-CID-2024-062)**

CALL FOR APPLICATIONS FOR THE VACANT MASTER TEACHER I  
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RECRUITMENT AND SELECTION FORMS

<https://bit.ly/RSAForms>

1. Comparative Assessment Result (CAR) template for Master Teacher I-III
2. Applicant Scoresheet for Master Teacher I-III position
3. CSC Form No. 212 - Personal Data Sheet
4. Work Sheet Experience (enclosure to CSC Form No. 212)
5. Summary of Trainings Attended Form
6. Checklist of Requirements and Omnibus Sworn Statement on the Certification of the Authenticity and Veracity (CAV) of the documents submitted and the Data Privacy Consent Form
7. Written Notice to Applicant
8. Individual Evaluation Sheet
9. One (1) original copy of Initial Evaluation Result (IER)
10. One (1) original copy of District/School Final Deliberation
11. District Subcommittee Composition
12. District Subcommittee Chairperson Certification

**(Enclosure to DM-CID-2024-062)**

CALL FOR APPLICATIONS FOR THE VACANT MASTER TEACHER I  
POSITION IN MAITUM 1 DISTRICT

PROPOSED DISTRICT TIMELINE OF ACTIVITIES

<b>Date</b>	<b>District RSP Activities</b>
February 9, 2024	Announcement of vacancy through a Memorandum (Note: Posting of vacancy must be at least 10 calendar days in at least 3 conspicuous places in the district/school)
February 10-20, 2024	Acceptance of Application documents (Note: no acceptance of additional documents after the set deadline)
February 21, 2024	Conduct of initial evaluation of documents as to the qualification of applicants
February 22, 2024	Conduct of Orientation on the RSA guidelines to all Applicants
February 23, 2024	Posting of IER which must indicate the date of posting
February 23, 2024	Send notices to applicants on the result of IER and the schedule of interview and other forms of assessment (Note: notices must be sent to the applicants at least 5 calendar days prior to the conduct of the interview)
February 26, 2024	Conduct of interview and other form of assessments
February 27, 2024	District Subcommittee convenes to evaluate/assess applicants' documents
February 28, 2024	Conduct of Open Ranking System, Release IES to applicants, and Prepare Minutes of Deliberation and other documents required by the Division HRMPSB
February 29, 2024	Submission of CAR and other documents to the Division HRMPSB

**(Enclosure to DM-CID-2024-062)**

CALL FOR APPLICATIONS FOR THE VACANT MASTER TEACHER I  
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QUALIFICATION STANDARDS

Position: Master Teacher I (Elementary)

Item No: MTCHR1-840356-2003

SG Level: 18

Monthly Salary: P46,725.00

<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>	<b>Place of Assignment</b>
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	None required	3 years of relevant experience	RA 1080	Wali Integrated School