



MEMORANDUM No. 19 s.2018

TO: Elementary School Principals/Officers In-Charge/ Others Concerned

FROM: **THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT: **SUBMISSION OF PERTINENT DOCUMENTS FOR MASTER TEACHER I (MACABEBE WEST DISTRICT)**

DATE: January 15, 2018


- This is to announce the ranking for Master Teacher I Position in Macabebe West District not later than on January 22, 2018. The Qualification Standards of the mentioned position is indicated on the table below.

QUALIFICATION STANDARDS FOR MASTER TEACHER I

QUALIFICATION STANDARDS	
A. 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 (MT-I), Bachelor of Elementary/Secondary Education or bachelor's degree plus 18 professional unit in Education and 24 units for a Master's degree in Education or its equivalent (MT-II).
Experience	3 years of relevant experience (MT-I), 1 year as MT-I or 4 years as Teacher III (MT-II)
Eligibility	RA 1080
Trainings	None requires (MT-I), 4 hours of relevant training (MT-II)
B. Preferred Qualifications	
Education	Masters Degree Graduate
Experience	3 years in service as Teacher III
Eligibility	Licensure Examination for Teachers
Trainings	Relevant trainings

- All interested **Teacher III applicants** and not promoted six (6) months prior to the release of this memorandum may submit the pertinent documents pursuant to MEC Order No. 10, s. 1979 together with Division Memorandum No. 18 s. 2013 dated March 27, 2013 and DPSB Resolution No. 01, s.2016, duly stamped "received" by the Records Section, Attention: HRMO until January 22, 2018 only. The application should include the following documents to be fastened at the left side of a plain white folder and arranged as listed in the transmittal.
 - Application letter stating the position applied for
 - CSC Form 212-Revised 2005 (Personal Data Sheet) computer typed / handwritten and completely filled-up with the latest passport size ID picture
 - Transcript of Records (Authenticated by the issuing school)
 - Copy of latest approved Appointment / Copy of transmittal to CSC
 - Certification of No Pending Case
 - Certificate of affirmation that they do not have pending request for Reclassification/ERF
 - Performance ratings for the last two rating period (should be approved by the SDS)
 - Documents for claims on leadership, potentials and accomplishments
 - Omnibus certification of authenticity and veracity of documents
 - Other documents relevant to the position applied for.
- It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
- Applicants are advised to bring their original documents for verification during the scheduled evaluation of documents/open ranking.
- Immediate dissemination of this Memorandum is enjoined.

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Leonardo D. Zapanta, Ed.D.,CESO VI
 Officer-in-charge
 Office of the Schools Division Superintendent