



Department of Education
Region III

DIVISION OF PAMPANGA

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MEMORANDUM NO. 238 s. 2018

TO: Division Chiefs/PSDSs/EPSSs/Unit Heads/Elementary and Secondary School Principals/OICs/Others Concerned
FROM: THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
SUBJECT: **SUBMISSION OF PERTINENT DOCUMENTS FOR MASTER TEACHER I AND II POSITIONS (CANDABA EAST DISTRICT) AND STO. TOMAS HS, SASMUAN, SAN MATIAS HS**
DATE: June 18, 2018

1. This is to announce the submission of pertinent documents to Master Teacher I and II positions. The Qualification Standards of the said positions are indicated in the table below.

QUALIFICATION STANDARDS	
A. Master Teacher I and II / SG-18 and 19	
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 (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)

2. Interested Teacher III applicants and not promoted six (6) months prior to the release of this 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 June 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 2017 (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, if any
 - Certification of No Pending Case (for existing government employees), NBI Clearance (for new entrants)
 - Service Record/Certification of Employment signed by the Human Resource Manager
 - Certificate of Relevant Trainings for the last 5 years (if any)
 - Certificate of Eligibility (Authenticated by the CSC)/PRC License
 - Performance Ratings for the last three years (should be approved by the SDS)/Performance Evaluation approved by the Head of Office, if any
 - Documents for claims on leadership, potentials and accomplishments
 - Innovations
 - Research
 - Authorship
 - Outstanding Employee Awards
 - Resource Speakership
 - Omnibus certification of authenticity and veracity of documents duly notarized
 - Other documents relevant to the position applied for.
3. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
4. Strict adherence on the above schedule is expected.
5. Immediate dissemination of this Memorandum is enjoined.

Leonardo D. Zapanta, Ed.D, CESO VI
Schools Division Superintendent