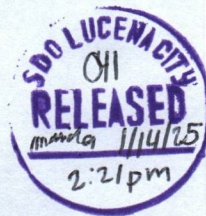




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



07 Jan 2025

DIVISION MEMORANDUM

No. 009, s. 2025

**ACCEPTANCE OF APPLICATION FOR THE VACANT POSITIONS OF
MASTER TEACHER I – ELEMENTARY AND MASTER TEACHER II –
ELEMENTARY**

TO: OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Unit Heads
EPSs and PSDSs
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office announces the acceptance of applications for the vacant positions of Master Teacher I – Elementary and Master Teacher II – Elementary positions.
2. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall use the following issuances for the selection process of the vacant positions:

MEC Order No. 10 s. 1979 – “Implementing Rules and Regulations for the Career Progression for Public School Teachers”

DECS Order No. 57 s. 1997 – “Further Implementation of the Career Progression System for Master Teachers”

3. The Department of Education SDO Lucena City adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, and/or Indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
4. The CSC minimum qualification standards for the vacant positions are as follows:

TEACHING POSITION

POSITION:	MASTER TEACHER I - ELEMENTARY
SALARY GRADE:	18
EDUCATION:	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
TRAINING:	None Required
EXPERIENCE:	3 Years Relevant Experience
ELIGIBILITY:	RA 1080 (Teacher)
PLACE OF ASSIGNMENT:	DEPED- Division of Lucena City

POSITION:	MASTER TEACHER II - ELEMENTARY
SALARY GRADE:	19
ITEM NUMBER:	OSEC-DECSB-MTCHR2-240951-1998
EDUCATION:	Bachelor's degree of Elementary Education or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent
TRAINING:	4 hours of relevant training
EXPERIENCE:	1 year as Master Teacher I or 4 years as Teacher III
ELIGIBILITY:	RA 1080 (Teacher)
PLACE OF ASSIGNMENT:	DEPED- Division of Lucena City

5. All interested applicants are **required** to input their application details using the provided link or QR code below. Applicants who do not input their details **will not be** included in the pool of applicants.

Link: <https://tinyurl.com/SDOLucenaMTElem-Hiring>



6. The cut-off score for Master Teacher I and Master Teacher II is **60 points**.
7. All interested applicants shall submit the following documents in **hard copy** to the Records Unit on or before **January 24, 2025, 5:00 p.m. only**.
8. **ARRANGE AND USE TAB/DIVIDERS/LABEL FOR EASY ASSESSMENT AND EVALUATION OF DOCUMENTS, TO WIT:**

Mandatory Requirements

- a. Letter of intent addressed to the Schools Division Superintendent:

Susan DL. Oribiana
Schools Division Superintendent
Division of Lucena City

- b. Duly accomplished and **notarized** Personal Data Sheet (PDS)

- (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- c. Photocopy of authenticated valid & updated PRC License/ID, if applicable
 - d. Photocopy of authenticated Certificate of Eligibility/ Report of Rating, if applicable
 - e. Photocopy of authenticated scholastic/academic record/Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
 - f. Photocopy of Certificate/s of Training, if applicable
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
 - h. Photocopy of latest appointment, if applicable
 - i. Photocopy of duly signed and approved Performance Ratings/ IPCRF in the last rating period(s) covering one (1) year performance prior to the deadline of submission, *(for Master Teacher position, should be 3 rating periods)*
 - j. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item "I" is not relevant to the position to be filled.

Additional Documentary Requirements

- k. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment. *(check the references for the complete list of MOVs)*
 - l. Checklist of Requirements and Omnibus Certification/ Waiver *(see the link provided below)*
 - m. Other documents as may be required *(see DepEd Order No.7 s.2023)*
9. Application documents or any additional documents submitted after the due date **will no longer be accepted nor entertained.**
 10. Applicants who failed to submit **COMPLETE MANDATORY DOCUMENTS/ REQUIREMENTS** indicated above shall not be included in the pool of official applicants. *(DepEd Order No. 7 s. 2023 Article V, item no. 21)*
 11. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly **signed** and **notarized**. Any false and fraudulent document submitted shall be ground for disqualification.
 12. Applicants may refer to the link and QR code below for the Checklist of Requirements and Omnibus certification, duties and responsibilities and scoresheet.


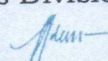


Link: <https://tinyurl.com/SDOLucenaMT-HiringForms>



13. The schedule of the selection process for the vacant positions are as follows:

DATE	ACTIVITIES	PERSONNEL INVOLVED
January 14 – January 24, 2025	Submission of application documents	Records Unit Personnel Unit
January 27-31, 2025	Encoding of details of applicants to the Initial Evaluation Result (IER) form	HRMO/ Secretariat
TBA (To be advised)	Conduct initial evaluation based on the qualification standards	HRMPSB
TBA	Schedule of Open Ranking	HRMPSB Applicants

14. Immediate dissemination of this Memorandum is desired.


SUSAN DL. ORIBIANA
Schools Division Superintendent
  

MEC Order No. 10 s. 1979 – “Implementing Rules and Regulations for the Career Progression for Public School Teachers”
DECS Order No. 57 s. 1997 – “Further Implementation of the Career Progression System for Master Teachers”

OSDS/PER / EDK / DM - ACCEPTANCE OF APPLICATION FOR THE VACANT POSITIONS OF
004 / 01/07/2025 MASTER TEACHER I – ELEMENTARY AND MASTER TEACHER II – ELEMENTARY