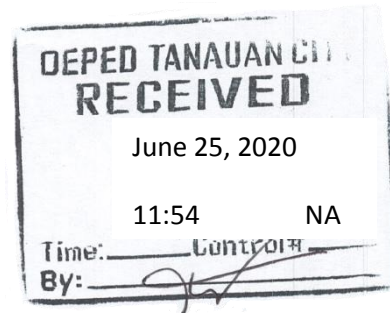




Republic of the Philippines
Department of Education
 REGION IV - CALABARZON
CITY SCHOOLS DIVISION OF TANAUAN



25 June 2020

DIVISION MEMORANDUM
No. 088 S.2020

RANKING OF APPLICANTS FOR SENIOR HIGH SCHOOL MASTER TEACHER

TO: OIC, Asst. Schools Division Superintendent
 Chief Education Supervisors
 Unit Heads
 Public Elementary and Secondary School Heads
 All Others Concerned

1. The field is hereby informed that this office opens the application for Senior High School Master Teachers.

Salary Grade	19
Salary Per Month	Php 46,791.00
No. of Position/s	1 Position, STEM
QUALIFICATION STANDARDS	
Education	Master's degree in relevant strand/subject
Experience	5 years of relevant teaching/industry work experience
Training	12 hours of training relevant to the subject area specialization
Eligibility	R.A. 1080 (LET/PBET)

Salary Grade	19
Salary Per Month	Php 46,791.00
No. of Position/s	1 Position, TVL Track

Date & Time Posted: 06/26/2020 03:01PM
 By: Mascén M. Huelgas

DRN:DIVTAN-DM-001-02





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QUALIFICATION STANDARDS	
Education	Bachelor's degree or completion of technical-vocational course(s) in the area of specialization
Experience	1 year of teaching experience and 1 year relevant industry work experience
Training	NC**II + TMC**I appropriate to the specialization
Eligibility	R.A. 1080 (LET/PBET)

Salary Grade	18
Salary Per Month	Php 42,159.00
No. of Position/s	1 Position, TVL Track

QUALIFICATION STANDARDS	
Education	Bachelor's degree or completion of technical-vocational course(s) in the area of specialization
Experience	1 year of teaching experience and 6 months relevant industry work experience
Training	NC**II + TMC**I appropriate to the specialization
Eligibility	R.A. 1080 (LET/PBET)

2. DUTIES AND RESPONSIBILITIES:

Master Teacher II

- Provides technical assistance to teachers to improve their competencies
- Takes active participation in the planning and implementation of training programs in school, district and division levels
- Initiates improvement in instructional programs
- Leads in the preparation of instructional materials
- Introduces innovative teaching approaches and strategies

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- Serves as demonstration teacher, facilitator or resource person at the school level
- Performs regular class monitoring using process observation tools
- Assists the school selection committee in the evaluation of credentials when hiring or promoting teachers
- Represents the school in conferences or events as delegated by the school head
- Conducts post conferences with teachers for feedback on teaching-learning process
- Participates actively in school strategic planning process involving internal and external stakeholders
- Carries regular teaching loads for the assigned grade/subject
- Conducts at least one action research every year
- Takes charge of the school reading recovery program, remedial and/or enrichment program
- Teaches/takes over the class if the assigned teacher is absent; works beyond official time
- Enriches the curriculum of his/her field of specialization
- Serves as OIC of the school in the absence of the school head
- Functions as head/coordinator of the department in the absence of a Head Teacher/Department Head
- Consolidates and interprets competency assessment results
- Designs and validates training programs for teachers
- Checks, improves and prepares sample lesson plans for the assigned grade/subject area
- Interprets test results and utilizes them for improvement of instruction
- Helps identify potential demonstration teachers
- Gives demonstration to new/striving teachers

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Address: Pres.J.P. Laurel Highway, Poblacion 1, Tanauan City, Batangas 4232
Telephone No.: (043) 405 – 0927
Email Address: tanauan.city@deped.gov.ph
Website: <https://tanauancitydeped.com>





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Master Teacher I

- Attends professional meetings, in-service trainings and related activities for self-growth and advancement.
- Prepares daily logs and visual aids related to the lesson.
- Conducts remedial episodes classes for slow learners
- Updates parents on children's progress and problems through dialogues, conferences and PTA meetings
- Assists the guidance counselor in handling students with problems
- Gets involved in community and civic-organization activities.
- Maintains harmonious relationships with superiors, students, local and public officials and co-teachers.
- Observes proper decorum 9. Conducts echo seminars for co-teachers.
- Mentors co-teachers in content and skills difficulties
- Helps in the proper and accurate dissemination/implementation of school policies.
- Assists principals in instructional monitoring of teachers.
- Guides co-teachers in the performance of duties and responsibilities
- Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues and concerns
- Initiates projects and programs that will enhance the curriculum and its delivery
- Makes the needed instructional materials available to teachers and students
- Assists school heads in class monitoring
- Conducts in-depth studies or action researches on instructional problems
- Coordinates with the grade chairman in disseminating information about school problems, awards, promotion
- Conducts demonstration teaching, sharing effective techniques or

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strategies and helps identify potential demonstration teachers

- Monitors the maintenance of discipline between and among teachers and learners
- Assists in designing capacity development programs for teachers
- Serves as trainer in school-based INSET
- Evaluates teacher-made tests and interpret results
- Checks regularly lesson plans of teachers in the assigned grade/subject area
- Carries regular teaching load for the grade/subject area
- Serves as a demonstration teacher

3. Interested applicants shall submit documents with “ear tags” following the arrangements below:

1. Letter of intent addressed to the Schools Division Superintendent
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
3. Photocopy of Licenses/Proof of Eligibility, authenticated by appropriate institution, i.e. PRC, CSC
4. Performance Ratings (duly signed) – 3 consecutive years (note: summary of ratings shall not be accepted)
5. Updated Service Record and/or Certificate of Employment with brief description of duties and responsibilities, and performance rating/s for applicant from private company, and under JO/CO status
6. Outstanding Accomplishments (if any)
 - 6.1 Outstanding Employee Award/s
 - 6.2 Innovations

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- 6.3 Research and Development Projects
6.4 Publication/Authorship
6.5 Consultant/Resource Speaker in Trainings/Seminar
7. Transcript of Records (TOR), authenticated by the institution/university
8. Certificate of Training/s attended (must be relevant to the position being applied, and not credited during the last promotion)
9. Latest approved appointment (if any)
4. Interested applicants are advised to send through email their application to:

HELEN A. RAMOS
Schools Division Superintendent
Schools Division of Tanauan City.

Email: tanauan.city@deped.gov.ph

5. Applicants who meet the minimum Qualification Standards (QS) shall be included in the shortlist, and shall receive a notification through letter for the schedule of written exam, on-the-job Assessment/skills test and the panel interview with Human Resource Merit Promotion and Selection Board (HRMPSB).
6. Please refer to DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions" and Regional Memorandum No. 434, s. 2017, "Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007.

NOTE: Only those applicants with complete requirements shall be entertained.

7. The timeline for the recruitment and selection process are indicated below. Applicants are requested to be present during the evaluation and interview.

Activities	Venue	Schedule
Filing of application letter with complete supporting documents	SDO Records/Receiving Section	July 13, 2020 5:00pm

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Pre-evaluation of the Applicant's qualification viz-a-viz Qualification Standards	Teleconference	July 14, 2020
Submission of QS Evaluation to the HRPMSB for deliberation	Office of the ASDS	July 15, 2020
Written Test / on the job assessment	Online/teleconference	July 20, 2020
Evaluation of documents and interview of applicants	Teleconference	July 21, 2020
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)	Teleconference	July 22, 2020
Submission to the Office of the SDS the Comparative Assessment Results (CAR)	Office of the SDS	July 24, 2020
Posting of Results	SDO Bulletin Board and website, other conspicuous places	July 29, 2020
Conduct of Background investigation	Upon the request of the Appointing Authority	

8. Immediate and wide dissemination of this memorandum is desired.


HELEN A. RAMOS
Schools Division Superintendent

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