



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF ABRA

RELEASED
 09 AUG 2023
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August 9, 2023

DIVISION MEMORANDUM

No. 312 s. 2023

**SUBMISSION OF APPLICATION DOCUMENTS FOR MASTER TEACHER I
 (SENIOR HIGH SCHOOL)**

**To: The Human Resource Merit promotion and Selection Board (HRMPSB)
 Education Program Supervisors
 Public Schools District Supervisors
 Public Secondary School Heads
 All Interested and Qualified Applicants**

- The Schools Division Office through the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of applications of interested qualified applicants for the following positions based on the DepEd Order No. 54 s. 2007, DepEd Order No. 03 s. 2016 and Memorandum Circular No. 10 s. 1979:

MASTER TEACHER I (SENIOR HIGH SCHOOL) – 3 ITEMS

- The minimum qualification standards are as follows:

Position	Plantilla Item No.	SG	Monthly Salary	Qualification standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Master Teacher I	OSEC-DECSB-MTCHR1-90012-2017	18	46725	Master's degree in relevant strand/subject	8 hours of training relevant to the subject area specialization	4 years of relevant teaching/industry work experience	LET/PBET /RA 1080	Teaching Learning Process; Pupils Outcome; Community Involvement; Profession Growth and Development	Senior High School- Marc Ysrael B. Bernos Memorial High School
Master Teacher I	OSEC-DECSB-MTCHR1-90018-2016	18	46725	Master's degree in relevant strand/subject	8 hours of training relevant to the subject area specialization	4 years of relevant teaching/industry work experience	LET/PBET /RA 1080	Teaching Learning Process; Pupils Outcome; Community Involvement; Profession Growth and Development	Senior High School- Langiden National High School
Master Teacher I	OSEC-DECSB-MTCHR1-90014-2016	18	46725	Master's degree in relevant strand/subject	8 hours of training relevant to the subject area specialization	4 years of relevant teaching/industry work experience	LET/PBET /RA 1080	Teaching Learning Process; Pupils Outcome; Community Involvement; Profession	Senior High School- Pilar Rural High School



Address: Actividad-Economia St., Zone 2 (Consilman), Bangued, Abra
 Telephone Nos.: (074) 614-6918
 Email Address: abra@deped.gov.ph
 Website: http://www.depedabra.com



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							Growth and Development
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3. All interested applicants regardless of gender, sexual orientation, civil status, religion, disability, ethnicity or political affiliation are required to submit application letter together with complete documents on or before **August 15, 2023** at DepEd Abra Schools Division Office through the HRMO and to be received at the records section. All applications received beyond the deadline will not be accepted.

ACTIVITY	RESPONSIBLE	TIMELINE
a. Submission and Receipt of Application Documents	Applicants SDO-Records Section	August 9, 2023 – August 15, 2023
b. Initial Evaluation of the Qualification of Applicants	Personnel Section/HRMO	10 working days
c. Posting of Initial Evaluation Result	Personnel Section	15 calendar days
d. Conduct of Comparative Assessment of Applicants	HRMPSB	1 day
i. Finalization of Comparative Assessment Form	HRMPSB Secretariat	1 day
ii. Signing of CAF	HRMPSB	1 day
e. Submission of the duly signed Comparative Assessment Result to the Appointing Officer/Authority	ASDS	1 day

4. The following **required documents should be placed in three (3) separate folders (1 original copy and 2 photocopies)** which should be properly arranged and labeled following the sequence as hereunder presented as follows:

	DOCUMENTS/CRITERIA	MEANS OF VERIFICATION/REQUIRED DOCUMENTS
1	Application Letter stating the position to be applied	
2	Performance Rating	<ul style="list-style-type: none"> • Performance rating for the last 2 rating periods which should be at least Very Satisfactory (VS)
3	Experience	Updated Service Record/ Certificate of Employment
4	Education	Transcript of Records (TOR)
5	Demonstration	District/Division/Regional/National level
A	Introduced any of the following: 1. Curriculum or Instructional Materials	1. Designation/ Assignment Order (QF Signed by Learning Area Supervisor and CID Chief), Outputs, Certification (LR quality form), IMs content and Development



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	2. Effective Teaching Techniques or Strategies 3. Simplification of work as in reporting system, record keeping etc. 4. Income Generating Project	2. Assignment order, Certification, Certification of rating, Lesson Plan and Modules/IMs 3. Approved Project Proposal including description of the Project, Certification by the School Head, Financial Report and Outputs 4. Designation/ Assignment Order including description of the Project, Project Proposal, Certification of the Authorities Concerned and Financial report
B	Subject Coordinator	Designation/ Assignment Order stating the nature of assignment, Action Plan, Certification by the School Head, School Paper in the case of school paper adviser and Accomplishments
C	Chairmanship on Special Committee	Designation/ Assignment Order stating the term of reference and annotation or statement that such coordinatorship/ chairmanship is outside his/her regular teaching load, Action Plan duly noted or certified by school head, Certification by the School Head, School Paper in the case of school paper adviser, and Accomplishments duly noted or certified by School Head
D	Initiated or Head on Educational Research	Research Proposal and Terminal Write-up duly acknowledged and noted by SDRS and recommended and approved by ASDS and SDS, respectively
E	Coordinator of Community Projects	Designation/ Assignment Order stating the nature of assignment, Action Plan duly noted by School Head, Certification by the School Head and Narrative and Pictorial Accomplishments
F	Organized/managed in-service activities	Designation/ Assignment Order stating the nature of assignment, Memorandum for the conduct of INSET, Action Plan, Certification by the School Head and Narrative and Pictorial Accomplishments
G	Meritorious Achievements	1. Trainer or coach to contestants who received prizes, commendation or any form of recognition. 2. Athletic Coach of athletes or teams who won prizes 3. Coordinator of Boy or Girl Scout Activities
H	Authorship	Articles, Books, Authorship, Sole authorship, Co-authorship



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		1. Memorandum where name of candidate is included 2. Final copy of the material/s as published
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5. For inquiries or clarifications, please contact Ms. Gemma B. Cabutaje, HRMO at 0965-516-9360.
6. Immediate dissemination of this memorandum is desired.


AMADOR D. GARCIA SR., PhD, CESO VI
Schools Division Superintendent

MRBargas/OSDS/ASU



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Republic of the Philippines
(DEPARTMENT OF EDUCATION)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the (DEPARTMENT OF EDUCATION) in the CSC website:

AMADOR D. GARCIA SR., PhD, CESO VI
Schools Division Superintendent

Date: 7/31/2023

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment	Duties and Functions
					Education	Training	Experience				
1	Master Teacher I	OSEC-DECSB- MTCHR1-90012-2017	18	48725	Master's degree in relevant strand/subject	8 hours of training relevant to the subject area specialization	4 years of relevant teaching/industry work experience	LET/PBET/RA 1080	Teaching Learning Process; Pupils Outcome; Community Involvement; Profession Growth and Development	Senior High School- Marc Ysrael B. Bemros Memorial High School	Actual Teaching preparing audio-visual aids in teaching and Lesson Planning; Assists co-teachers in preparing substantial lesson plans and acts as Demonstration Teacher at least in the district's Accomplishing DepEd Forms
2	Master Teacher I	OSEC-DECSB- MTCHR1-90018-2016	18	48725	Master's degree in relevant strand/subject	8 hours of training relevant to the subject area specialization	4 years of relevant teaching/industry work experience	LET/PBET/RA 1080	Teaching Learning Process; Pupils Outcome; Community Involvement; Profession Growth and Development	Senior High School- Langiden National High School	Actual Teaching preparing audio-visual aids in teaching and Lesson Planning; Assists co-teachers in preparing substantial lesson plans and acts as Demonstration Teacher at least in the district's Accomplishing DepEd Forms
3	Master Teacher I	OSEC-DECSB- MTCHR1-90014-2016	18	48725	Master's degree in relevant strand/subject	8 hours of training relevant to the subject area specialization	4 years of relevant teaching/industry work experience	LET/PBET/RA 1080	Teaching Learning Process; Pupils Outcome; Community Involvement; Profession Growth and Development	Senior High School- Pilar Rural High School	Actual Teaching preparing audio-visual aids in teaching and Lesson Planning; Assists co-teachers in preparing substantial lesson plans and acts as Demonstration Teacher at least in the district's Accomplishing DepEd Forms

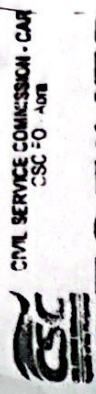
Interested and qualified applicants regardless of Gender, Civil Status, Religion, Disability, ethnicity or political affiliations should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 15, 2023.

- 1 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;
- 2 Performance rating in the present position for one (1) year (if applicable);
- 3 Photocopy of certificate of eligibility/rating/license, and
- 4 Photocopy of Transcript of Records.
- 5 Accomplishments & Trainings for the last 5 years. (original and xerox copy)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

GEMMA B. CABUTAJE
Administrative Officer IV/HRMO-II
Achiudad Economia St., Zone 2, Bangued, Abra
9655169260
gembcabutaje@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



CIVIL SERVICE COMMISSION - CAR
CSC - 0 - Abra

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Date: 07/31/2023 Time: 3:06
Document Control No. 2023-306

Name, Signature & Position

Electronic copy to be submitted to the CSC
FO must be in MS Excel format

PUBLISHED BY CSC FIELD OFFICE:
DATE OF PUBLICATION: 07/31/2023