



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

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June 24, 2024

DIVISION MEMORANDUM

No. 285 s. 2024

**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**

1. 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) - 1 ITEM

2. 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-MTCHR1-90011-2017	18	46725	*Academic Track 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- Abra High School

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 **July 3, 2024** 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.



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
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ACTIVITY	RESPONSIBLE	TIMELINE
a. Submission and Receipt of Application Documents	Applicants SDO-Records Section	June 24, 2024 – July 3, 2024
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	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	Trainings	Certificate of Participation
6	Demonstration	District/Division/Regional/National level
A	Introduced any of the following: 1. Curriculum or Instructional Materials 2. Effective Teaching Techniques or Strategies	1. Designation/ Assignment Order (QF Signed by Learning Area Supervisor and CID Chief), Outputs, Certification (LR quality form), IMs content and Development 2. Assignment order, Certification, Certification of rating, Lesson Plan and Modules/IMs



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	3. Simplification of work as in reporting system, record keeping etc. 4. Income Generating Project	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 SDRC 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 or Books 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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