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Republic of the Philippines
Department of Education
National Capital Region

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Time: 8:30

DIVISION OF CITY SCHOOLS - VALENZUELA
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DIVISION MEMORANDUM

**TO: Public Schools District Supervisors
Elementary School Principals
All Concerned**

FROM: MELITON P. ZURBANO, CESE
Officer-in-Charge
Schools Division Superintendent

DATE: June 7, 2017

SUBJECT: VARIOUS VACANCIES IN THE DIVISION

The field is informed of the following vacancies in the Division together with their Qualification Standards (QS), to wit:

- Master Teacher II** One (1) at Parada Elementary School
- Master Teacher I** One (1) at Valenzuela East District

Interested and qualified applicants are requested to submit **letter of application** to the **Office of the Schools Division Superintendent, Attention: The Human Resource Management Officer**, on or before **June 21, 2017** with the following documents (held in a ring binder with table of contents) properly indorsed and pre-screened by the school head concerned based on the Qualification Standards for evaluation and ranking purposes:

1. Omnibus certification;
2. Performance ratings for the last 3 rating periods (PAS and RPMS);
3. School Form 7 for the last 3 years signed/certified by the school head;
4. Service Record;
5. Innovation duly approved by higher authorities, if any;
6. Research and development projects approved by higher authorities, if any;
7. Transcript of Records in Masteral/Doctoral Degree; and
8. Other documents as contained in MECS Order 10, s. 79.

QUALIFICATION STANDARDS

For Master Teacher II

Education Requirement - 24 MA units in Education or its equivalent
Experience Requirement - one (1) year as MT I
Training Requirement - four (4) hours of relevant training
Eligibility Requirement - RA 1080 (Teacher)
Demonstration teacher in the
division level

For Master Teacher I

Education Requirement - 18 MA units in Education or its equivalent
Experience Requirement - three (3) years of relevant experience
Training Requirement - none required
Eligibility Requirement - RA 1080 (Teacher)

Only those who have actual teaching loads shall be considered for **Master Teacher** positions. This includes teachers who besides providing special services have at least four (4) loads.

Only those who meet the QS and have obtained at least Very Satisfactory performance ratings for the last three (3) years may apply.

It is desired that this Memorandum be disseminated to all concerned

OSDS/msf *msf*