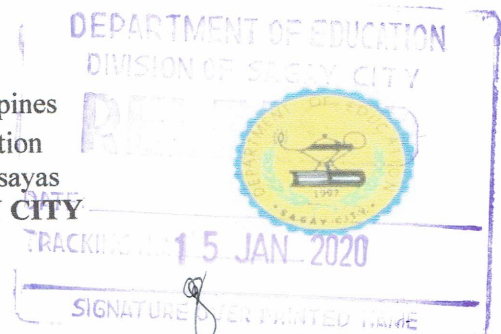


Republic of the Philippines
Department of Education
Region VI-Western Visayas
DIVISION OF SAGAY CITY
City of Sagay



January 13, 2020

DIVISION MEMORANDUM

No. 018 s. 2020

TO: Chief CID & SGOD
Public Schools District Supervisor
Heads of Public Secondary Schools
Administrative Officer V – Admin Services
All Concerned

SELECTION OF QUALIFIED MASTER TEACHER 1

1. The field is hereby informed that this office will now accept application for the position listed below.
2. The recruitment and selection is open to any interested applicants regardless of age, sex, civil status, ethnicity, disability, religion and political affiliation.
3. Interested applicants are advised to hand in their applications addressed to the SDS of this office c/o Mr. Noe B. Abdon, Admin. Officer IV – Personnel not later than **January 31, 2020**.
4. Applicants must also register online: <http://www.depedsagay.com/joinus>. For those applicants who need assistance in registering online, please feel free to visit the Personnel Section.
5. Hereunder are the Qualification Standards for the positions.

Position	Education	Experience	Training	Eligibility	Additional Qualifications
Master Teacher 1 (For Sagay NHS) MATHEMATICS Department	BSE or Bachelor's Degree w/ 18 prof. units in Educ. & 18 units for a Master's Degree in Educ. or its equiv.	3 years teaching experience (preferably Teacher 3)	None Required	RA 1080	Applicant must earn at least 25 points in Leadership, Potential and Accomplishments.

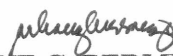
6. Application letters should be accompanied by the required documents arranged as follows:

- a. Basic Qualifications
 - Certified photocopy of latest appointment
 - Certified photocopy of Transcript of Records
 - Certified photocopy of IPCRF for the last 2 years
 - Service Record
 - Copy of Teachers' Program

- b. Accomplishments in Leadership, Potentials and Accomplishments arranged from A to I.
- c. Please submit papers in three (3) folders, (Folder 1 - original copy, Folder 2 & 3 - photocopies) and in prescribe color:
Sagay NHS : GREEN
- d. Previous applicants for Master Teacher I may request for retention or submit additional documents for updating of points.
- e. The timeline for the recruitment, evaluation and selection process are indicated below.

Activity	Venue	Schedule
Receiving & pre evaluation of applications w/ complete supporting documents against QS	HR and Records Section	Deadline: January 31, 2020
Evaluation & deliberation by the HRMPSB	Office of the ASDS	Deadline: February 6, 2020
Final deliberation & evaluation of the result of ranking	Office of the ASDS	Deadline: February 12, 2020
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	Deadline: February 17, 2020
Posting of result	SDO Bulletin Board & Website	Deadline: February 18, 2020

- 7. Applicants are requested to make sure that their documents are complete and submitted on time. Documents submitted after the deadline will no longer be accepted.
- 8. For wide dissemination.


ARLENE G. BERMEJO, CESO VI
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent