



Republic of the Philippines  
Department of Education  
REGION VI – Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

HRP-224

DIVISION MEMORANDUM

JAN 21 2022

No. 029, s. 2022

SELECTION OF QUALIFIED MASTER TEACHER

TO: OIC, Asst. Schools Division Superintendent  
Chiefs, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
Teacher In-Charge/Officer In-Charge  
Administrative Officer V  
All Concerned

1. The field is hereby informed that this office will now accept application for the positions 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 Schools Division Superintendent of this office c/o Ma. Leah Linda S. Tan, Admin. Officer IV – Personnel not later than **January 31, 2022**.
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 (Elementary) For Sagay District 2 under the old district organization	BEED or Bachelor 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.
Master Teacher 2 (Sagay NHS)	BSE or Bachelor's Degree w/ 18 units in Educ. w/ appropriate major & 24 units of Master's Degree in Educ. or its equivalent	1 year as MT 1 or 4 years as T3	4 hours relevant training	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 3 years

- Service Record
- Copy of Teachers Program (Not classroom program) showing number of minutes of regular teaching load at the time the vacancy occurred. Actually teaching at the time the vacancy occurred.

***Regular teaching load:***

At least 200 minutes – Required for teachers including property custodian.  
At least 80 minutes – Required for district subject coordinator, special teachers or teacher – in – charge of the school.

b. Accomplishments in Leadership, Potentials and Accomplishments arranged from A to I.


7. Please submit papers in three (3) folders, (Folder 1 - original copy, Folder 2 & 3 - photocopies) and in prescribed color:

**SAGAY 2 : RED**  
**SAGAY NHS: GREEN**

8. Previous applicants may request for retention or submit additional documents for updating of points.
9. 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.
10. The timeline for the recruitment, evaluation and selection process are indicated below:

<i>Activity</i>	<i>Venue</i>	<i>Schedule</i>
Receiving of applications w/ complete supporting documents	Records Section	January 20-31, 2022
Initial Evaluation against QS	Personnel Section	February 1-4, 2022
Evaluation & deliberation by the HRMPSB	Conference Room	February 7-11, 2022
Final deliberation & evaluation of the result of ranking	Conference Room	February 16-17, 2022
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	February 18, 2022
Posting of result	SDO Bulletin Board & website	February 21, 2022

11. For wide dissemination.

  
**ARLENE G. BERMEJO, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent



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