



Republic of the Philippines  
**Department of Education**  
 REGION VIII  
 SCHOOLS DIVISION OF CALBAYOG CITY

June 6, 2024

**DIVISION MEMORANDUM**

No. 306, s. 2024

**RECRUITMENT, SELECTION, AND APPOINTMENT (RESA) FOR PRINCIPAL IV, MASTER TEACHER 2 (SECONDARY LEVEL), MASTER TEACHER 1, AND HEAD TEACHER 2 (ELEMENTARY LEVEL)**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Unit/Section Heads  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This Office hereby informs the field that the Recruitment, Selection, and Appointment (RSA) for **PRINCIPAL IV, MASTER TEACHER 2 (SECONDARY LEVEL), MASTER TEACHER 1, AND HEAD TEACHER 2 (ELEMENTARY LEVEL)** will now start for all interested applicants.
2. All applicants are required to submit the following documents (properly fastened in a folder with tabbing on the side for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labeled with applicant's name, present position/designation, and the position being applied) on or before **July 01, 2024, until 5:00 in the afternoon only**, to wit:

POSITION	DOCUMENTS
<b>PRINCIPAL IV (SECONDARY),            MASTER TEACHER 2 (SECONDARY),            MASTER TEACHER 1 (ELEMENTARY),            HEAD TEACHER 2 (ELEMENTARY)</b>	a. Letter of Intent addressed to the Head of Office, or the highest human resource officer designated by the Head of Office
	b. Duly accomplished Form 212 (Personal Data Sheet) Revised 2017
	c. Photocopy of Valid and updated PRC Professional License/Cert of Eligibility
	d. Photocopy of Certificate of Eligibility/Report of Rating (PBET/LET)
	e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) with GWA and Diploma, including completion of graduate and post-graduate units/degrees, if available
	f. Photocopy of Certificate of Relevant Training/Seminars Attended
	g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
	h. Photocopy of Latest Appointment, if applicable
	i. Photocopy of the Performance Rating for the last 3 rating periods covering one (1) year of performance before the assessment, if applicable;
	j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C), notarized by the authorized official;
k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to: <ul style="list-style-type: none"> <li>i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of</li> </ul>	

	<p>Learning and Development reckoned from the date of last issuance of appointment; and</p> <p>ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filed, if applicable.</p>

3. To qualify for the positions, applicants should meet the following qualification standards, per CSC 1997 Qualification Standards:

POSITION	CRITERIA	Education
PRINCIPAL IV (SECONDARY)	Education	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management
	Experience	3 yrs. as Principal
	Training	40 hours of relevant training
	Eligibility	RA 1080 (Teacher)
MASTER TEACHER 2 (SECONDARY)	Education	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in education with appropriate major; and 24 units for a Master's Degree in Education or its equivalent
	Experience	1 year as Master Teacher or 4 years as Teacher III
	Training	Four (4) hours of relevant training
	Eligibility	RA 1080 (Teacher)
MASTER TEACHER 1 (ELEMENTARY)	Education	Bachelor of Elementary Education or Bachelor's Degree plus 18 professional units in education; and 18 units for a Master's Degree in Education or its equivalent
	Experience	None Required
	Training	At least three (3) years experience as Teacher III.
	Eligibility	RA 1080 (Teacher)
AND HEAD TEACHER 2 (ELEMENTARY)	Education	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units
	Experience	HT for 1 year; TIC for 1 year; or Teacher for 4 years
	Training	24 hours of relevant training
	Eligibility	RA 1080 (Teacher)

4. The RSA process for Related Positions shall be based on the guidelines outlined in DepEd Order No. 007, s. 2023 which can be browsed at [deped.gov.ph](http://deped.gov.ph)



Address: P2 Brgy. Hamorawon, Calbayog City, and Samar  
 Website: <https://calbayogcity.deped.gov.ph>  
 Email Address: [calbayogcity@deped.gov.ph](mailto:calbayogcity@deped.gov.ph)

6. Applicants shall be evaluated using the following criteria:

CRITERIA	Breakdown of Points
<b>TEACHING RELATED POSITIONS</b>	<b>SG 10-22</b>
<b>a. Education</b>	<b>10</b>
<b>b. Training</b>	<b>5</b>
<b>c. Experience</b>	<b>15</b>
<b>d. Performance</b>	<b>20</b>
<b>e. Outstanding Accomplishments</b>	<b>10</b>
<b>f. Application of Education</b>	<b>10</b>
<b>g. Application of Learning and Development</b>	<b>10</b>
<b>h. Potential (Written Exam, Work Sample Test, BEI)</b>	<b>20</b>
<b>TOTAL</b>	<b>100</b>

7. For the Master Teacher Positions based on DECS Order No. 10, s. 1997


CRITERIA	Breakdown of Points
Demonstration Teaching	
<b>a. Introduced the following:</b> -Curriculum/Instructional Materials -Teaching Techniques/Strategies -Simplification of Work -Income Generation Project	<b>20</b>
<b>b. Subject Coordinator(at least 1 Year)</b>	<b>12</b>
<b>c. Chairman of Special Committee</b>	<b>12</b>
<b>d. Initiated/headed Educational research/participated in educational research(member)</b>	<b>12</b>
<b>e. Coordinator of community/project of other agency or rural service improvement for at least 2 years</b>	<b>12</b>
<b>f. Organized/managed in-service activity</b>	<b>12</b>
<b>g. Meritorious Achievements</b> - 1. Trainor/Coach of contestants who received prices/commendations/Recognition -National Winner 10 -Regional Winner 5 -Division Winner 3 -District Winner 1	<b>10</b>
2. Athletic Coach of Athletes/teams - National Level 10 - Regional Level 5 - Provincial/Division Level 3 - District/Congressional Level 1	
<b>h. Authorship</b> -Solo 10 -Co-authorship 5 -Article 1	<b>10</b>
<b>TOTAL</b>	<b>100</b>

7. The Perusal, Interview, and confirmation of points shall be done on the following schedules:

ACTIVITIES	DATES
A perusal of Documents by the HRMPSB	July 10-12, 2024
Orientation and Written Examination	July 14, 2024
Interview and Confirmation of Points	July 18-19, 2024

8. All qualified applicants including Persons with Disabilities (PWD), Indigenous People (IP), and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply, PWD may request in advance the assistance needed during the interview process.
9. Applicants are hereby advised to proceed to the Personnel Section before submission in the Record Section to confer with the HRMO on the completeness of the requirements for submission.
10. The HRMPSB will be posting the Initial Evaluation Result and only those who will be declared Qualified will attend the Perusal, Interview, and confirmation of points.
11. The expenses of this activity (HRMPSB lunch and snacks) shall be charged against the Local funds, subject to the usual accounting and auditing rules and regulations.
12. Immediate dissemination of and compliance with this Memorandum are desired.



  
**MARGARITO A. CADAYONA, JR. PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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