



Republic of the Philippines  
 Department of Education  
 Caraga Region

SCHOOLS DIVISION OFFICE OF SURIGAO CITY



May 12, 2020

DIVISION MEMORANDUM  
 No. AOV-25\_\_\_\_\_, s. 2020

**ANNOUNCEMENT OF VACANCY**

**TO : All Interested Applicants**

1. This is to formally announce the vacancy of the Department of Education (DepEd), Schools Division Office (SDO) of Surigao City, thus, the Office welcomes willing applicants to subject into the ranking and selection process. Upholding the **Equal Employment Opportunity Principle (EEOP)** principle, applicants, irrespective of sex, sexual orientation, gender re-assignment, age, ethnicity, race including color, culture, disability / impairment, marriage and civil partnership, religion or belief, pregnancy and maternity, and political affiliation among others are invited to apply.
2. Hereunder are the details and Qualification Standards (QS) of the said vacancy, to wit:

**2.a ASSIGNMENT**

Office	: Office of the School Division Superintendent
School	: Non-station Specific

**2.b POSITION PROFILE**

Position Title	: MASTER TEACHER II (Elementary)
Parentetical Title	: None
Plantilla Item No.	: Three (3) Anticipated Items

**2.c COMPENSATION**

Salary Grade	: 19	Monthly Salary	: PhP 46,791.00
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**2.d BENEFITS**

Holidays, Vacation, Healthcare, Compensatory Overtime Credits (COCs), Leave, Disability / Life Insurance, Bonuses, Allowances, and Retirement
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**2.e JOB DESCRIPTION**

- Models exemplary practice in the application of content knowledge and pedagogy showing its integration within and across learning areas.
- Conducts in-depth studies or actions researches on teaching-learning innovations.
- Works with colleagues to create learning-focused environments that promote learner responsibility and achievement.
- Assists colleagues to implement differentiated teaching strategies that are responsive to learner diversity.
- Leads in the preparation and enrichment of curriculum.
- Initiates programs and projects that can enhance the curriculum and its implementation.

KLG/fcc

05/12/2020



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province  
 (086) 826-3075, 826-8931, and 826-1268  
[surigao.city@deped.gov.ph](mailto:surigao.city@deped.gov.ph)





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**2.e JOB DESCRIPTION**

- Leads colleagues in the design, evaluation, interpretation, and utilization of different type of assessment tools for the improvement of the teaching and learning process.
- Updates parents / guardians on learner needs, progress and achievement.
- Strengthens school-community partnerships to enrich engagement of internal and external stakeholders in the educative process.
- Establishes links with colleagues through attendance and membership in professional organizations for self-growth and advancement.
- Provides technical assistance through demonstration teaching, mentoring, coaching, class monitoring and observation, organizing / leading / serving as trainers / facilitators in teacher quality circles / learning action cells.
- Does related work.

**2.f QUALIFICATIONS**

Education	: Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education and completion of academic requirements for MA
Training	: Four (4) hours (relevant)
Experience	: One (1) year as Master Teacher I of four (4) years as Teacher III
Eligibility	: RA 1080 (Licensure Examination for Teacher)
Skills	: Proficient in Microsoft Office applications (i.e., Word, Excel, and PowerPoint)

**2.g DOCUMENTARY REQUIREMENTS**

- Letter of Intent (LoI) to apply (addressed to the Karen L. Galanida, PhD, CESO VI, Schools Division Superintendent thru Farrah C. Coniate, Administrative Officer IV (Human Resource Management Officer II)
- Recent fully accomplished Personal Data Sheet (PDS) and Work Experience with recent passport-size picture and corresponding attachments (certificates)
- Performance Rating (3 consecutive years, if available)
- Original Certified Authenticated Copy of Certificate of Eligibility / Rating and License
- Original and photocopy of Transcript of Records (ToR) preferably with Certification, authentication, and Verification (CAV) from the Commission on Higher Education (CHED)

Note: **INCOMPLETE** documentary requirements shall **NOT BE ENTERTAINED**.

**2.h APPLICATION PROCESS**

- Submit your portfolio to the Personnel Unit at the Schools Division Office of Surigao City, M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte or at [surigaocity.personnel@gmail.com](mailto:surigaocity.personnel@gmail.com).
- Deadline of submission is on or before **May 27, 2020**.

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3. Immediate dissemination of and strict compliance of this Memorandum is directed.

**KAREN L. GALANIDA, PhD, CESO VI**  
 Schools Division Superintendent

Enclosure/s: None

Reference/s : CS Form No. 9, Revised 2018 on May 12, 2020

To be indicated in the Perpetual Index  
 under the following subjects:

**HUMAN RESOURCE MANAGEMENT**  
**JOB VACANCY**

**HUMAN CAPITAL MANAGEMENT**  
**EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE**

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