



Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OF MASBATE CITY



October 27, 2023

**MEMORANDUM**  
No. 077, s. 2023

**NOTICE OF VACANCY FOR SENIOR HIGH SCHOOL TEACHING POSITIONS**

**To:** OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Division HRMPSB Chair and Members  
Public Secondary School Heads  
SDO Units & Section Heads  
All Interested Applicants  
All Others Concerned

1. The SDO Masbate City is pleased to announce the availability of promotional vacant positions for the Academic Track and Core subjects categorized by subject groups under Senior High School assignment.
2. Incumbent teachers, particularly in the Junior and Senior High School may submit their application to the promotional assessment with the subject group specified below irrespective of the specific position applied for.
3. In this regard, the subject group will serve as basis for assessing the qualifications of candidate with respect to the education requirements under the relevant strand. It is essential that applicants clearly indicate their desired subject group, as this will be a determinant of educational qualification. As such, applicants are required to adhere to the specified format as follows:

Applicant's Name: \_\_\_\_\_  
Subject Group: \_\_\_\_\_  
Position Applied for: \_\_\_\_\_

Letter of Intent...

4. The SHS Subject Groups are as follows:

Group I. HUMSS and the following subject groupings:  
I-A: Oral Communication; Reading and Writing; English for Academic and Professional Purposes; Practical Research





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- I-B: Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino; Pagbasa at Pagsusuri ng Iba't Ibang Teksto sa Pananaliksik; Pagsulat sa Filipino sa Piling Larangan
- I-C: 21st Century Literature from the Philippines and the World; Contemporary Philippine Arts from the Region; Understanding Culture, Society and Politics; Introduction to the Philosophy of the Human Person; and related specialized HUMSS subjects
- I-D: Media and Information Literacy; Empowerment Technologies (for the Strands)

Group II. Accountancy, Business and Management (ABM); Entrepreneurship; Research and Work Immersion

Group III. Science, Technology, Engineering and Math (STEM) and the following subject groupings:  
 III-A: General Mathematics; Statistics and Probability; and related specialized STEM subjects  
 III-B: Earth Science; Earth and Life Science; Physical Science; and related specialized STEM subjects

5. In light of this, the vacant positions will include, among others:

<b>ITEM POSITION: MASTER TEACHER I</b>	
SALARY GRADE:	18
NO. OF VACANCY:	1
PLACE OF ASSIGNMENT:	SHS
<b>QUALIFICATION STANDARDS</b>	
EDUCATION:	Master's Degree in Relevant Strand/Subject
EXPERIENCE:	4 years of relevant teaching/industry work experience
TRAINING:	8 hours of training relevant to the subject area specialization
ELIGIBILITY:	Applicants for a permanent position RA 1080 (Teacher) if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring
<b>HIRING GUIDELINES: D.O. 3, s. 2016, D.O. 66, s. 2007, D.O. 7, 2023</b>	





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<b>ITEM POSITION: TEACHER III</b>	
SALARY GRADE:	13
NO. OF VACANCY:	2
PLACE OF ASSIGNMENT:	SHS
<b>QUALIFICATION STANDARDS</b>	
EDUCATION:	Bachelor's degree with a major in the relevant strand/ Subject; or any bachelor's degree plus at least 12 units towards a master's degree in relevant strand/subject
EXPERIENCE:	1 year of relevant teaching/industry work experience
TRAINING:	4 hours of training relevant to the subject area specialization
ELIGIBILITY:	Applicants for a permanent position RA 1080 (Teacher) if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring
<b>HIRING GUIDELINES:</b> D.O. 3, s. 2016, D.O. 66, s. 2007, D.O. 7, 2023	

<b>ITEM POSITION: TEACHER II</b>	
SALARY GRADE:	12
NO. OF VACANCY:	15
PLACE OF ASSIGNMENT:	SHS
<b>QUALIFICATION STANDARDS</b>	
EDUCATION:	Bachelor's degree with a major in the relevant strand/ Subject; or any bachelor's degree plus at least 6 units towards a master's degree in relevant strand/subject
EXPERIENCE:	None required
TRAINING:	None required
ELIGIBILITY:	Applicants for a permanent position RA 1080 (Teacher) if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring
<b>HIRING GUIDELINES:</b> D.O. 3, s. 2016, D.O. 66, s. 2007, D.O. 7, 2023	



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6. The interested applicants shall submit the documentary requirements to the School Selection Committee (SSC) on or before the deadline as indicated herein. Submission must be in two (2) long folders with proper tabbing arranged according to the criteria of D.O. 3, 2016 Paragraph VII. The deadline for submission will be on **November 7, 2023**.
7. **Table of Requirements:** Original documents will be required during the assessment/deliberation process.

REQUIREMENTS	APPLICANTS FOR PERMANENT POSITION
Mandatory Requirements	<ul style="list-style-type: none"> <li>• Letter of intent which shall indicate the following information:               <ul style="list-style-type: none"> <li>a. Statement of purpose/expression of interest</li> <li>b. Subject group he/she intends to teach</li> <li>c. Preferred school(s), if any</li> </ul> </li> <li>• CSC Form 212, Revised 2017 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture</li> <li>• Certified photocopy of certificates of relevant specialized trainings, if any</li> <li>• Certified copy of Voter's ID and/or any proof of residency</li> <li>• National Bureau of Investigation (NBI) clearance</li> <li>• Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant</li> <li>• Certified photocopy of diploma on bachelor's degree</li> <li>• Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject</li> <li>• Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration/license</li> <li>• Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET)/Professional Board Examination for Teachers (PBET)</li> <li>• Teaching /Industry/Work Experience/Service Record</li> <li>• Portfolio/Outstanding Achievements</li> <li>• Demonstration Teaching</li> <li>• English Proficiency Test (EPT)</li> </ul> <p style="text-align: center;"><i>Note: In the absence of a valid EPT results, the score in English Communication Skills shall be zero (0).</i></p>

8. Online submission of the above-enumerated application documents may be allowed, such shall not preclude the board of the authenticated copies for the purpose of verification.





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9. Applicants who failed to submit complete mandatory documents (table of requirements) on the set deadline shall not be included in the pool of applicants.
10. No additional documents shall be accepted after the set deadline, as indicated in this official memorandum.
11. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (table of requirements), duly signed by the applicant.
12. The schedule of the actual assessment, written examination, interview, and demo-teaching pertaining to the assessment process shall be announced in a separate issuance. Moreover, applicant will be notified on the result of the preliminary evaluation of the Personnel Section.
13. Applicant shall be notified on the pre-assessment orientation schedule before the final evaluation of documents, written examination, and interview by the Human Resource Merit Promotion and Selection Board (HRMPSB). Qualified applicants as screened initially by the Human Resource Management Officer (HRMO) shall be announced in a separate issuance.
14. The School Head and/or sub-committee shall check and verify the completeness, authenticity, and veracity of the submitted documents and shall serve as the temporary repository of the applications. The committee shall issue a certification to the applicant attesting to the fact that it has received the application documents. Likewise, a copy of such individual certification shall also be included in the documents to be submitted to the Division Screening Committee. The School Head and/or sub-committee shall forward the collected documents with the Initial Evaluation Report (IER) to the SDO through the Records Section on the deadline stated herein. Any false and fraudulent documents submitted shall be grounds for disqualification.
15. To facilitate the screening process, the following composition of the Division Screening Committees are hereby created:

<b>GROUP I-A</b>	
<b>English</b>	
<b>Division Screening Committee</b>	
Chairperson:	Cyril F. Delavin
Vice Chairperson:	Hilda D. Lozaga
Members:	Ronan C. Relova
	Jennifer V. Garcia
	Chona R. Ragasa

<b>GROUP I-B</b>	
<b>Filipino</b>	
<b>Division Screening Committee</b>	
Chairperson:	Marie Grace B. Manlapaz
Vice Chairperson:	Marites C. Cleofe
Members:	Arlin A. Jardin
	Nelida R. Formarejo
	Mark Bryan B. Loterte





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<b>GROUP II</b>	
<b>Mathematics</b>	
<b>Division Screening Committee</b>	
Chairperson:	Janet Z. Dumangas
Vice Chairperson:	Rogen Esser S. Estrada
Members:	Judy M. Quiñanola
	Jeric V. Rey
	Margie B. Andaya

<b>GROUP III</b>	
<b>Science</b>	
<b>Division Screening Committee</b>	
Chairperson:	Jemnah A. Macabe
Vice Chairperson:	Edwin G. Returan
Members:	Ellen M. Labastida
	Cecilia A. Tagud
	Arthur R. Esquillo

16. Adhering to the Equal Employment Opportunity Principle (EEO), this Office considers the application of all interested qualified applicants for employment without regard to age, sex, sexual orientation and gender identity and status, religion, ethnicity, political affiliations, or any other characteristics protected by law.
17. Applicants with special needs are hereby advised to write a letter, Attention: Head of Secretariat, Division HRMPSB, stating therein their specific needs such as a wheelchair, presence of an interpreter, and in cases of deaf-mute applicants among others. This will enable the management to prepare such specific requests prior to the actual assessment.
18. Further, school heads are hereby directed to disseminate this Notice of Vacancy by posting the same in conspicuous places such as bulletin boards or any other means or communication platforms to expand the reach of information and dissemination system to give qualified applicants wider access to this issuance.
19. For information, guidance, and compliance.



**NELSON S. MORALES JR.**  
Schools Division Superintendent