



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
 Schools Division of Biñan City  
 RECORDS SECTION  
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01 Oct 2024

**DIVISION MEMORANDUM**

No. 344, s. 2024

**ANNOUNCEMENT OF VACANCY**

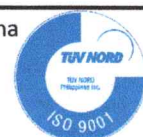
To: Assistant Schools Division Superintendent  
 Chief, School Governance and Operations Division  
 Chief, Curriculum Implementation Division  
 All School Heads

1. This office announces the vacancy for the following positions listed below. The City Schools Division of Biñan City welcomes all qualified applicants in compliance with the Equal Employment Opportunity Principle (EEOP) regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class, or political affiliation.

Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 594)	No. of Position/s	Place of Assignment
Master Teacher II (Filipino)	OSEC-DECSB-MTCHR2-270227-2016	19	P 53,873.00	1	DepEd Division of Biñan City (Senior High School)
Master Teacher II (Science)	OSEC-DECSB-MTCHR2-270233-2016	19	P 53,873.00	1	DepEd Division of Biñan City (Senior High School)
Master Teacher II (TVL)	OSEC-DECSB-MTCHR2-270236-2016	19	P 53,873.00	1	DepEd Division of Biñan City (Senior High School)
Master Teacher II (MAPEH)	OSEC-DECSB-MTCHR2-270237-2016	19	P 53,873.00	1	DepEd Division of Biñan City (Senior High School)



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Master Teacher I (Science)	OSEC-DECSB- MTCHR1-270295- 2016	18	P 49,015.00	1	DepEd Division of Biñan City (Senior High School)
Master Teacher I (TVL)	OSEC-DECSB- MTCHR1-270296- 2016	18	P 49,015.00	1	DepEd Division of Biñan City (Senior High School)
Master Teacher I (MAPEH)	OSEC-DECSB- MTCHR1-270297- 2016	18	P 49,015.00	1	DepEd Division of Biñan City (Senior High School)
Master Teacher I (Elementary)	OSEC-DECSB- MTCHR1-241063- 1998  OSEC-DECSB- MTCHR1-242730- 1998  OSEC-DECSB- MTCHR1-270013- 2021  OSEC-DECSB- MTCHR1-270023- 2023  OSEC-DECSB- MTCHR1-270050- 2009  OSEC-DECSB- MTCHR1-270138- 2020  OSEC-DECSB- MTCHR1-270356- 2022	18	P 49,015.00	7	DepEd Division of Biñan City (Elementary)

2. The Qualification Standards (QS) of the said positions are as follows.

<b>Position</b>	<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Competency</b> (if applicable)	<b>Eligibility</b>
Master Teacher II (Filipino)	Master's Degree in Relevant Strand / Subject	5 years of relevant Teaching / industry work experience	12 hours of training relevant to subject area of specialization	N/A	RA1080 (Teacher)
Master Teacher II (Science)	Master's Degree in Relevant Strand / Subject	5 years of relevant Teaching / industry work experience	12 hours of training relevant to subject area of specialization	N/A	RA1080 (Teacher)
Master Teacher II (TVL)	Bachelor's Degree holder or graduate of Technical-Vocational Course(s) in the area of specialization	1 year of teaching experience and 1 year of relevant industry work experience	At least NC II + TMC I appropriate to the specialization	N/A	RA1080 (Teacher)
Master Teacher II (MAPEH)	Master's Degree in Relevant Strand / Subject	5 years of relevant Teaching / industry work experience	12 hours of training relevant to subject area of specialization	N/A	RA1080 (Teacher)
Master Teacher I (Science)	Master's Degree in Relevant Strand / Subject	4 years of relevant Teaching / industry work experience	8 hours of training relevant to subject area of specialization	N/A	RA1080 (Teacher)



Master Teacher I (TVL)	Bachelor's Degree holder or graduate of Technical-Vocational Course(s) in the area of Specialization	1 year of teaching experience and 6 months of relevant industry work experience	At least NC II + TMC I appropriate to the specialization	N/A	RA1080 (Teacher)
Master Teacher I (MAPEH)	Master's Degree in Relevant Strand / Subject	4 years of relevant Teaching / industry work experience	8 hours of training relevant to subject area of specialization	N/A	RA1080 (Teacher)
Master Teacher I (Elementary)	Bachelor of Elementary Education (BEEd.) or Bachelor's Degree plus 18 Professional Units in Education and 18 Units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	N/A	RA1080 (Teacher)

3. Below are the duties and responsibilities of the abovementioned positions.

Position	Duties and Responsibilities
Master Teacher II	<ul style="list-style-type: none"> <li>Provides technical assistance to teachers to improve their competencies</li> <li>Takes active participation in the planning and implementation of training programs in school, district and division levels</li> <li>Initiates improvement in instructional programs</li> <li>Leads in the preparation of instructional materials</li> </ul>

	<ul style="list-style-type: none"> <li>• Introduces innovative teaching approaches and strategies</li> <li>• Serves as demonstration teacher, facilitator or resource person at the school level</li> <li>• Performs regular class monitoring using process observation tools</li> <li>• Assists the school selection committee in the evaluation of credentials when hiring or promoting teachers</li> <li>• Represents the school in conferences or events as delegated by the school head</li> <li>• Conducts post-conferences with teachers for feedback on teaching-learning process</li> <li>• Participates actively in school strategic planning process involving internal and external stakeholders</li> <li>• Carries regular teaching loads for the assigned grade/subject</li> <li>• Conducts at least one action research every year</li> <li>• Takes charge of the school reading recovery program, remedial and/or enrichment program</li> <li>• Teaches/Takes over the class if the assigned teacher is absent; works beyond official time</li> <li>• Enriches the curriculum of his/her field of specialization</li> <li>• Serves as OIC of the school in the absence of the school head</li> <li>• Functions as head/coordinator of the department in the absence of an Head Teacher/Department Head</li> <li>• Consolidates and interprets competency assessment results</li> <li>• Designs and validates training programs for teachers</li> <li>• Checks, improves and prepares sample lesson plans for the assigned grade/subject area</li> <li>• Interprets test results and utilizes them for improvement of instruction</li> <li>• Helps identify potential demonstration teachers</li> <li>• Gives demonstration to new/striving teachers</li> </ul>
<p style="text-align: center;">Master Teacher I</p>	<ul style="list-style-type: none"> <li>• Attends professional meetings, in-service trainings and related activities for self-growth and advancement.</li> <li>• Prepares daily logs and visual aids related to the lesson</li> </ul>



- Conducts remedial episodes classes for slow learners
- Updates parents on children's progress and problems through dialogues, conferences, and PTA meetings
- Assists the guidance counselor in handling students with problems
- Gets involved in community and civic organization activities.
- Maintains harmonious relationships with superiors, students, local and public officials, and co-teachers.
- Observes proper decorum
- Conducts echo seminars for co-teachers.
- Mentors co-teachers in content and skills difficulties
- Helps in the proper and accurate dissemination/implementation of school policies
- Assists principals in instructional monitoring of teachers.
- Guides co-teachers in the performance of duties and responsibilities
- Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues and concerns
- Initiates projects and programs that will enhance the curriculum and its delivery
- Makes the needed instructional materials available to teachers and students
- Assists school heads in class monitoring
- Conducts in-depth studies or action researches on instructional problems
- Coordinates with the grade chairman in disseminating information about school problems, awards, promotion
- Conducts demonstration teaching, sharing effective techniques or strategies and helps identify potential demonstration teachers
- Monitors the maintenance of discipline between and among teachers and learners
- Assists in designing capacity development programs for teachers
- Serves as trainer in school-based INSET
- Evaluates teacher-made tests and interpret results
- Checks regularly lesson plans of teachers in the assigned grade/subject area
- Carries regular teaching load for the grade/subject area
- Serves as a demonstration teacher

4. All applicants are required to register through this link <https://bit.ly/SDO-BINANCITY-INITIAL-REGISTRATION> otherwise, application documents will not be accepted.

5. Interested applicants are advised to submit the following documents in hard copy to the **Records Unit** of the City Schools Division of Biñan City on or before **October 11, 2024** until 5:00 p.m. Documents should be arranged, and properly labeled with ear tag as follows:

- a. Letter of intent addressed to the Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- c. Photocopy of valid and updated PRC License/ID
- d. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
- e. Service Record signed by the Authorities concerned
- f. Performance Rating for the last three (3) rating periods, at least VS
- g. Individual Teacher's Program
- h. Other documents as may be required for comparative assessment, such as but not limited to:

#### **I. LEADERSHIP**

- a. Introduced any of the following which has been adopted or used by the school or district.
  - i. Curriculum or Instructional Material
  - ii. Effective teaching techniques or strategies
  - iii. Simplification of work as in reporting system, record keeping, or procedures that resulted in cost reduction
  - iv. A worthwhile income-generating project for learners given recognition by higher officials in the division
- b. Served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc. and discharged such assignment satisfactorily for at least two years provided such assignments or services are in addition to, and not considered part of the regular teaching load.
- c. Served as chairman of a special committee, such as curriculum study committee, committee to prepare instructional materials; committee to prepare school program and discharged the work efficiently.

#### **II. POTENTIAL**

- d. Initiated or headed an educational research activity duly approved by education authorities, either for improvement of instruction, or community development, or teacher's welfare.
- e. Coordinator of community project or activity of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. for at least two years.



- f. Organized/managed an in-service activity or other similar activities at least on the school level (at least 3 days duration).

### III. ACCOMPLISHMENTS

- g. Credited with meritorious achievements such as;
- i. Trainor or coach to contestants who received Top 3 prizes.
  - ii. Coach of athletes or teams who won Top 3 prizes.
  - iii. Coordinator of Boy Scout or Girl Scout activities
6. No additional documents shall be accepted after the set deadline.
7. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
8. Applicants may refer to **MEC Order No. 10 s. 1979** "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers" for the Criteria and Point System for Evaluative Assessment.
9. Immediate dissemination of this Memorandum is desired.

  
**MANUELA S. TOLENTINO, CESO V**  
Schools Division Superintendent

Encl: Tentative Schedule of Selection Process  
Omnibus Certification of Authenticity and Veracity of Documents  
Reference: MEC Order No. 10, s. 1979

OSDS/PER / TGP / CBA / DM – Announcement of Vacancy  
/ 10/01/2024



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Enclosure:

### TENTATIVE SCHEDULE OF SELECTION PROCESS

Date	Selection Activities
October 14, 2024	Screening and shortlisting of qualified applicants
October 30, 2024	Initial Assessment of the documents of applicants by the Division Sub-Committee (DSC)
November 5, 2024	Review of the results of the initial assessment (HRMPSB)
November 19, 2024	Open Ranking
December 4, 2024	Posting of Registry of Qualified Applicants (RQA)

Please note that the schedules are subject to change due to availability of interviewers, special holidays and inclement weather. To confirm the schedule, please email us at [personnel.sdobinacity@deped.gov.ph](mailto:personnel.sdobinacity@deped.gov.ph)



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**OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS**  
 (Master Teacher)

I, \_\_\_\_\_, Filipino, of legal age, with permanent address at \_\_\_\_\_, after being sworn in accordance with law, hereby depose and state that:

1. I am applying for \_\_\_\_\_ position at \_\_\_\_\_, Office/Agency  
 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 Address of School Municipality Province

2. I have submitted the following documents: *(Please check the submitted documents)*

- a. Letter of intent addressed to the Schools Division Superintendent
- b. CSC Form 212 (Revised 2017) and Work Experience Sheet
- c. Transcript of records
- d. PRC license/ID
- e. Service Records/Certificate of Employment
- f. Performance Rating (3 consecutive years)
- g. Individual Teacher's Program
- h. Supporting documents for Leadership, Potential, and Accomplishments

3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.

4. I understand that any violation will automatically disqualified me from the selection process.

5. By executing this **Omnibus Certification of Authenticity and Veracity of Documents**, I hereby authorize the Department of Education – City Schools Division of Biñan City through the Human Resource Merit Promotion and Selection Board (HRMPSB), to verify the authenticity of the above-mentioned documents.

\_\_\_\_\_  
 Signature over printed name

\_\_\_\_\_  
 Date

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
 Notary Public



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