



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



05 Jun 2023

**DIVISION MEMORANDUM**

No. 269, s. 2023

**ANNOUNCEMENT OF VACANCY**

To: OIC - Assistant Schools Division Superintendent  
 Chief, School Governance and Operations Division  
 Chief, Curriculum Implementation Division  
 All Schoolheads

1. This Office announces the vacancy for the following positions listed below. All qualified applicants are welcome to apply regardless of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Master Teacher II (Elementary)	OSEC-DECSB-MTCHR2-240672-1998	19	P 51,357.00	2	DepEd Division of Biñan City - Elementary
	OSEC-DECSB-MTCHR2-270004-2010				
Master Teacher I (Elementary)	OSEC-DECSB-MTCHR1-241052-1998	18	P 46,725.00	6	DepEd Division of Biñan City - Elementary
	OSEC-DECSB-MTCHR1-241059-1998				
	OSEC-DECSB-MTCHR1-241060-1998				
	OSEC-DECSB-MTCHR1-241066-1998				



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Certificate No. PHP QMS 22 93 0085

OSEC-DECSB- MTCHR1- 270011-2010				
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2. The Qualification Standards (QS) of the said positions are as follows.

Position	Education	Experience	Training	Competency (if applicable)	Eligibility
Master Teacher II (Elementary)	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	1 year as MT 1 or 4 years as Teacher 3	4 hours relevant training	N/A	R.A. 1080 (LET/PBET)
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 of relevant experience	None Required	N/A	R.A. 1080 (LET/PBET)

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

Position	Duties and Responsibilities
<b>Master Teacher II</b> (Elementary)	<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> </ul>



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- Leads in the preparation of instructional materials
- Introduces innovative teaching approaches and strategies
- Serves as demonstration teacher, facilitator or resource person at the school level
- Performs regular class monitoring using process observation tools
- Assists the school selection committee in the evaluation of credentials when hiring or promoting teachers
- Represents the school in conferences or events as delegated by the school head
- Conducts post-conferences with teachers for feedback on teaching-learning process
- Participates actively in school strategic planning process involving internal and external stakeholders
- Carries regular teaching loads for the assigned grade/subject
- Conducts at least one action research every year
- Takes charge of the school reading recovery program, remedial and/or enrichment program
- Teaches/Takes over the class if the assigned teacher is absent; works beyond official time
- Enriches the curriculum of his/her field of specialization
- Serves as OIC of the school in the absence of the school head
- Functions as head/coordinator of the department in the absence of an Head Teacher/Department Head
- Consolidates and interprets competency assessment results
- Designs and validates training programs for teachers
- Checks, improves and prepares sample lesson plans for the assigned grade/subject area
- Interprets test results and utilizes them for improvement of instruction
- Helps identify potential demonstration teachers
- Gives demonstration to new/striving teachers



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**Master Teacher I**  
(Elementary)

- Attends professional meetings, in-service trainings and related activities for self-growth and advancement.
- Prepares daily logs and visual aids related to the lesson
- 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



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	<ul style="list-style-type: none"> <li>• Checks regularly lesson plans of teachers in the assigned grade/subject area</li> <li>• Carries regular teaching load for the grade/subject area</li> <li>• Serves as a demonstration teacher</li> </ul>
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4. All applicants are required to register through this link <http://bitly.ws/DwkQ> 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 on or before **June 15, 2023**, for evaluation of the Human Resource Merit Promotion and Selection Board (HRMPSB). Documents should be arranged, and **properly labeled/ear tag** as follows:

- Letter of intent addressed to the Schools Division Superintendent
- Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- Photocopy of valid and updated PRC License/ID
- 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
- Service Record signed by the Authorities concerned
- Performance Rating for the last three (3) rating periods, at least VS
- Individual Teacher's Program
- 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.



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## 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
  - h. Authorship (book or article provided they are on education).
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. All applicants who submitted their application pursuant to **Division Memorandum No. 361, s. 2022** Re: Announcement of Vacancy may update their application documents until the set deadline following the abovementioned requirements.
10. Immediate dissemination of this Memorandum is desired.

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

Encl: Tentative Schedule of Selection Process  
Reference: MEC Order No. 10, s. 1979

OSDS/PER / TGP / CBB / DM - Announcement of Vacancy  
/ 06/05/2023



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Enclosure:

**TENTATIVE SCHEDULE OF SELECTION PROCESS**

<b>Date</b>	<b>Selection Activities</b>
June 19-20, 2023	Screening and shortlisting of qualified applicants
June 27, 2023	Initial Assessment of the documents of applicants by the Division Sub-Committee (DSC)
July 4, 2023	Review of the result of the initial assessment (HRMPSB)
July 11, 2023	Open Ranking
July 19, 2023	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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