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

02 Nov 2022

**DIVISION MEMORANDUM**

No. 346, s. 2022

**ANNOUNCEMENT OF VACANCY FOR REGISTRAR I, MASTER TEACHER I,  
AND MASTER TEACHER II POSITIONS**

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

1. This Office announces the vacancy for the following positions listed below. All qualified applicants are welcome to apply 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 588)	No. of Position/s	Place of Assignment
Registrar I	OSEC-DECSB-R1-270178-2016	11	P 25,439.00	1	Division of Biñan City – Saint Francis Integrated National High School (SHS)
Master Teacher I (SHS Academic Track – Science)	OSEC-DECSB-MTCHR1-270297-2016	18	P 45,203.00	1	Division of Biñan City – SHS (Biñan Integrated National High School)
Master Teacher I (SHS TVL Track – Tech-Voc)	OSEC-DECSB-MTCHR1-270296-2016	18	P 45,203.00	1	Division of Biñan City – SHS (Biñan City Senior High School – San Antonio Campus)



Master Teacher II (SHS Academic Track – ABM)	OSEC-DECSB- MTCHR1- 270226-2016	19	P 49,835.00	1	Division of Biñan City – SHS (Biñan Integrated National High School)
Master Teacher II (SHS Academic Track – Filipino)	OSEC-DECSB- MTCHR1- 270236-2016	19	P 49,835.00	1	Division of Biñan City – SHS (Biñan Integrated National High School)

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>Eligibility</b>	<b>Competency (if applicable)</b>
Registrar I	Bachelor's degree	None Required	None Required	Civil Service (Professional) – Second Level Eligibility	Maintain current knowledge needed to teach one's subject matter  Construct course content aligning objective, methodology, and evaluation that supports the learning objectives of the higher education setting  Employ appropriate teaching strategies that actively engage students and achieve desired outcomes.



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Master Teacher I (SHS Academic Track – Science)	Master’s degree in relevant strand/subject	4 years of relevant teaching/ industry work experience	8 hours of training relevant to the subject area of specialization	R.A. 1080 (LET/PBET)	Leads in the preparation of instructional materials  Introduces innovative teaching approaches and strategies
Master Teacher I (SHS TVL Track – Tech Voc)	Bachelor’s degree; or completion 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 plus TMC I *Appropriate to the specialization	R.A. 1080 (LET/PBET)	Leads in the preparation of instructional materials  Introduces innovative teaching approaches and strategies
Master Teacher II (SHS Academic Track – ABM)	Master’s degree in relevant strand/subject	5 years of relevant teaching/ industry work experience	12 hours of training relevant to the subject area of specialization	R.A. 1080 (LET/PBET)	Leads in the preparation of instructional materials  Introduces innovative teaching approaches and strategies
Master Teacher II (SHS Academic Track – Filipino)	Master’s degree in relevant strand/subject	5 years of relevant teaching/ industry work experience	12 hours of training relevant to the subject area of specialization	R.A. 1080 (LET/PBET)	Leads in the preparation of instructional materials  Introduces innovative teaching approaches and strategies



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

<b>Position</b>	<b>Duties and Responsibilities</b>
<b>Registrar I</b>	<ul style="list-style-type: none"> <li>• Receives, updates, and maintains the records, reports, and documents of the school, its staff, and learners;</li> <li>• Manages and updates the Learner Information System (LIS);</li> <li>• Ensures an efficient process of registration and enrollment;</li> <li>• Facilitates the process of releasing records of the school, staff, and learners to the necessary institutions; and</li> <li>• Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head</li> </ul>
<b>Master Teacher I</b>	<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> <li>• Conducts remedial episodes' classes for slow learners</li> <li>• Updates parents on children's progress and problems through dialogues, conferences and PTA meetings</li> <li>• Assists the guidance counselor in handling students with problems</li> <li>• Gets involved in community and civic-organization activities</li> <li>• Maintains harmonious relationships with superiors, students, local and public officials and co-teachers</li> <li>• Observes proper decorum</li> <li>• Conducts echo seminars for teachers</li> <li>• Mentors co-teachers in content and skills difficulties</li> <li>• Helps in the proper and accurate dissemination/implementation of school policies</li> <li>• Assists principals in instructional monitoring of teachers</li> <li>• Guides co-teachers in the performance of duties and responsibilities</li> <li>• Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues and concerns</li> <li>• Initiates projects and programs that will enhance the curriculum and its delivery</li> </ul>



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	<ul style="list-style-type: none"> <li>• Makes the needed instructional materials available to teachers and students</li> <li>• Assists school heads in class monitoring</li> <li>• Conducts in-depth studies or action researches on instructional problems</li> <li>• Coordinates with the grade chairman in disseminating information about school problems, awards, promotion</li> <li>• Conducts demonstration teaching, sharing effective techniques or strategies and helps identify potential demonstration teachers</li> <li>• Monitors the maintenance of discipline between and among teachers and learners</li> <li>• Assists in designing capacity development programs for teachers</li> <li>• Serves as trainer in school-based INSET</li> <li>• Evaluates teacher-made tests and interpret results</li> <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>
<p style="text-align: center;"><b>Master Teacher II</b></p>	<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> <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> </ul>



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|  | <ul style="list-style-type: none"> <li>• Takes charge of the school reading recovery 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>• Rates teachers' performance twice a year</li> <li>• Serves as OIC of the school in the absence of the school head</li> <li>• Functions as head/coordinator of the department</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> |
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4. Interested and qualified applicants are advised to submit the following documents to the **Records Unit** of City Schools Division of Biñan City or email at **depedbinancity@deped.gov.ph** on or before **November 14, 2022**.

- a. Notarized Omnibus Certification of Authenticity and Veracity of Documents
- b. Letter of intent addressed to the Schools Division Superintendent
- c. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet
- d. Photocopy of Transcript of Records (TOR)
- e. Photocopy of Civil Service Eligibility/Rating/License
- f. Updated Service Records/Certificate of Employment
- g. Performance ratings (duly signed) – **3 consecutive years**
- h. Certificate of Training/Seminar (must be relevant to the position being applied)
- i. Outstanding Accomplishments (**if any with supporting documents**)
  - Outstanding Employee Awards
  - Innovations
  - Research and Development Projects
  - Publication/Authorship
  - Consultant/Resource Speaker

5. Applicants must ensure that their documents are complete and accurate. Late documents shall not be accepted.

6. Applicants who meet the minimum Qualification Standards (QS) shall be included in the shortlist and shall receive a notification through email address/cellphone number (via SMS/text message) indicated in the application letter or CSC Form No. 212 (PDS) for the scheduled assessment and interview with the Human Resource Merit Promotion and Selection Board (HRMPSB).



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7. Applicants may refer to **DepEd Order No. 66, s. 2007**, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" and **MEC No. 10, s. 1979**, "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers" for the criteria and number of points assigned to each criterion.
8. Immediate dissemination of this Memorandum is desired.

  
**EDNA FAURE AGUSTIN**  
Schools Division Superintendent

Encl: Tentative Schedule of Selection Process  
Reference: DepEd Order No. 66, s. 2007  
MEC No. 10, s. 1979

OSDS/PER / TGP / CBB / DM-Announcement of Vacancy for Registrar I, Master Teacher I, and Master  
/ 11/02/2022 Teacher II

Enclosure



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Enclosure

**TENTATIVE SCHEDULE OF SELECTION PROCESS**

<b>Date</b>	<b>Selection Activities</b>
November 15, 2022	Screening and shortlisting of qualified applicants
November 28, 2022	Schedule of Assessment, Interview/Written Examination, and Paper Evaluation
December 9, 2022	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 [hrmo.binacity@deped.gov.ph](mailto:hrmo.binacity@deped.gov.ph)



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