



Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

DM-2024-00-253  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASE**  
 R 21 JUN 2024 D  
 Date: \_\_\_\_\_  
 By: \_\_\_\_\_

June 19, 2024

**DIVISION MEMORANDUM**  
 No. 253, s. 2024

**ANNOUNCEMENT OF CAREER OPPORTUNITIES:  
 VACANCIES FOR SECONDARY SCHOOL MASTER TEACHER I**

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisor, CID and SGOD  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. The Office calls for the submission of Applications for the vacant positions of Master Teacher I of Bukidnon National High School, this Division. The Office is now accepting application documents from qualified Teachers with specializations in *English, Filipino, Araling Panlipunan, Edukasyon sa Pagpapakatao (ESP) and MAPEH*. The ranking shall abide with the guidelines stipulated in MEC Order No. 10, s. 1979.

2. The following Qualification Standards (QS) shall be considered in the initial evaluation of the applicants. Only those who meet the minimum QS may proceed to further evaluation. Applicants found to fall short of the minimum QS for either education, training, experience, or eligibility shall be automatically disqualified.

Plantilla Position	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
Master Teacher I	18	P46,725	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience at least 1 year as Teacher III	RA 1080 (Teacher)	Bukidnon National High School

2. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **July 2, 2024**:

- 2.1. Application Letter address to the Schools Division Superintendent;
- 2.2. Updated Personal Data Sheet;
- 2.3. Proof for the Qualification Standard – TOR, Updated Service Record, Certificates of Training attended, and Proof of Eligibility; 2 yrs Performance Rating at least VS;
- 2.4. Certification from School Head - as full time classroom teacher;
- 2.5. Document to support as Demo teacher;
- 2.6. Documents as per MEC Order 10, s. 1979:
- 2.6.a.) Introduced any of the following which has been adopted/used by the school district
  - Curriculum or instructional materials



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
 Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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- Effective teaching techniques or strategies
  - Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction
  - A worthwhile income generating project for pupils given recognition by higher officials in the Division
- 2.6.b.) Served as subject coordinator or grade chairman for at least one (1) year; or  
As adviser of school publication or any special school organization like dramatic club, etc. and discharged such assignment satisfactorily for at least two (2) years provided such assignments or services are in addition to, and not considered part of, the regular teaching load;
- 2.6.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;
- 2.6.d.) Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instructions, for community development or teacher welfare; For participation as member of such activity (7 points)
- 2.6.e.) Coordinator of Community project or activity or 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 (2) years; For participation as member of such activity (7 points)
- 2.6.f.) Organized / managed an in-service activity or other similar activities at least on the school level;
- 2.6.g.) Credited with meritorious achievements such as:  
(1) Trainer of or coach to contestants who receive prizes, commendations or any form of recognition;  
(2) Athletic coach of athletes or teams who won prizes;  
(3) Coordinator of Boy Scout or Girl Scout activities
- 2.6.h.) Authorship - (10pts. for a book and 1pt.each article provided they are on education)
- 2.6.i.) Omnibus certification as to authenticity and veracity of all documents submitted.
3. Any activity/accomplishments already used for earlier promotion shall not be used for the next promotion.
4. This Office adheres to the Principles of Merit and Fitness and to the Equal Employment Opportunity Principle (EEO). It ensures no discrimination in the selection of its employees provided Qualification Standards set by the CSC and DepED are met. Thus, all applications regardless of applicant's age, sex, sexual orientation, gender identity, civil status, ethnicity, religion, disability, or political affiliation are treated with respect and equity.
5. Queries relative to this can be relayed to the Personnel Unit at 0907-688-9009.



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6. This Office directs the immediate dissemination and strict compliance of this memorandum.

  
**CHERRY MAE LIMBACO-REYES**  
Schools Division Superintendent *N*

Copy furnished:

Records Unit  
Personnel Unit  
Bukidnon NHS

TO BE POSTED ON THE WEBSITE



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