



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**Schools Division of Tabuk City**

DEP-ED - TABUK CITY  
**RECORDED**  
 DEC 02 2021  
**RECORDS UNIT**

Office of the Schools Division Superintendent

**Division Memorandum**

No. 343, s. 2021

TO: **ALL INTERESTED APPLICANTS**

SUBJECT: **REOPENING OF SUBMISSION OF APPLICATION FOR MASTER TEACHER II OF KALINGA NATIONAL HIGH SCHOOL**

DATE: **December 2, 2021**

1. This is to invite all interested applicants to submit their application letter for **Master Teacher II** (Vice Galinggan and Gupaal of KNHS). Submission of application is extended until **December 9, 2021**. Submission of documents will be at **Kalinga National High School**.
2. All qualified applicants are welcome to apply regardless of gender, civil status, religion, regional background, and restrictions inability unless otherwise required.
3. The minimum Qualification Standard are as follows:

Position	Education	Training	Experience	Eligibility
<b>Master Teacher II</b>	Bachelor of Secondary Education or Bachelor's degree with 18 professional units in Education with appropriate major; and 24 units for a Masters degree in Education or its equivalent	4 hours relevant	1 year as MT-I or 4 years as Teacher III	RA 1080 (Teacher)

4. As to the arrangement of documents, please follow the following order (**in 4 folders**).
  - A. Application Letter
  - B. Personal Data Sheet
  - C. Performance Rating (SY 2018-2019, SY 2019-2020 and SY 2020-2021)
  - D. Appointment/ Service Record
  - E. Certificate as a Demonstration Teacher
  - F. Outstanding Accomplishments with MOVs
    1. Introduced any of the following which has been adopted or used by the school or district:
      - a. Curriculum or Instructional Materials




**Address:** BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga  
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- b. *Effective Teaching Techniques or Strategies*
  - c. *Simplification of work as in Reporting System, Record Keeping, etc., or procedures that resulted in cost reduction*
  - d. *A worthwhile IGP for pupils given recognition by higher officials in the Division*
2. *Served as a Subject Coordinator or Grade Chairman for at least one year; or as Adviser of School Publication or any special School Organization and discharged such assignments satisfactorily for at least two years provided such assignments or services are in addition to, and not considered part of the regular teaching load.*
  3. *Served as Chairman of a Special Committee, such as Curriculum Study Committee; Committee to Prepare School Program and discharged the work efficiently.*
  4. *Initiated or Headed an Educational Research Activity duly Approved by Educational Authorities, either for Improvement of Instruction, for Community Development, or Teacher Welfare.*
  5. *Coordinator of Community Project or Activity or of a Program of Another Agency or Coordinator of a Rural Service Improvement Activity in a Community for at least two years.*
  6. *Organized/Managed an INSET or other similar activities at least in the school level.*
  7. *Meritorious Achievements*
  8. *Authorship*
- G. Please refer to **Regional Memorandum No. 178, s. 2020** for the MOVs to be attached.
- H. An **Omnibus Sworn Statement** (Form available at the school) shall be attached to the application stating that all documents submitted, and these documents are originally produced as an output of the performance of one's position description forms.
- I. Submission of application and insertion of documents after the set deadline is not accepted.
- J. For information and guidance.

  
**ESTELA L. CARIÑO EdD, CESO III**  
Regional Director  
And concurrent OIC  
Office of the Schools Division Superintendent



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