



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

May 25, 2023

DIVISION MEMORANDUM
No. 197 , s. 2023

**SUBMISSION OF APPLICATION FOR VACANT
MASTER TEACHER POSITIONS IN THE ELEMENTARY LEVEL**

**To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals-In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned**

1. Pursuant to DepEd Order No. 19, s. 2022 titled "The Department of Education Merit Selection Plan", **this Office announces the submission of application for the vacant positions listed below:**

District	Position	SG	Salary	Qualification Standard			
				Education	Training	Experience	Eligibility
(3 items) New Washington Malay Kalibo I	Master Teacher II	19	51357	Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education and 24 units for a Master's degree in Education or its equivalent	4 hours relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)
(1 item) Numancia	Master Teacher I	18	46725	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	None required	3 years relevant experience	RA 1080 (Teacher)

2. **Promoting the principles of merit, fitness, and equal opportunity, all interested qualified applicants regardless of age, gender, civil status, disability, ethnicity, social status, religion, and political affiliation are advised to submit their application documents to the District Sub-Committee for authentication of the documents and endorsement to the Division Office not later than June 5, 2023, until 5:00 p.m. only.** Applicants who failed to submit complete documentary





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requirements on the set deadline shall not be included in the pool of official applicants.
No additional documents shall be accepted after the set deadline.

3. Applicants must submit their application letter with complete documentary requirements which must be arranged and properly labeled with dog-ears/side tabbing. The following are the documents to be submitted:
 - a. Letter of intent addressed to the Schools Division Superintendent;
 - b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 - c. Photocopy of valid/updated PRC License/ID;
 - d. Photocopy of certificate of PBET/LET/LEPT Rating;
 - e. Photocopy of Transcript of Records (TOR), including completion of graduate and post-graduate units/ degrees;
 - f. Duly signed Service Record;
 - g. Photocopy of latest appointment;
 - h. Photocopy of the Performance Rating in the last 3 rating periods;
 - i. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by authorized official.
 - j. **Other required documents indicated in MEC Order No. 10 s. 1979 and Regional Memorandum No. 73 s. 1985, if available.**
4. 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.**
5. Expenses of the HRMPSB relative to the evaluation of documents, deliberation, and preparation of Comparative Assessment Result (CAR), shall be charged against the local funds, subject to the usual budgeting, accounting, and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.

FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

Reference: As stated

Encl.: As stated

*To be indicated in the Perpetual Index
under the following subjects:*

**EMPLOYEES
HIRING
RECRUITMENT
TEACHERS**

JBL/mtb



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