



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF ISABELA

MEMORANDUM

To: Assistant Schools Division Superintendent
 Chiefs, SGOD and CID
 Administrative Officer V
 Administrative Officer IV (HRMO)
 Public Schools District Supervisors/District In-Charge
 Secondary School Heads (Public Elementary and Secondary)
 Other Concerned Personnel

From: *M. Macalling*
 MADELYN L. MACALLING, PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Date: September 8, 2021

Subject: Assessment of Applicants for Various Positions

1. The field is hereby notified on the scheduled Assessment to all interested and qualified applicants for the various vacated positions shown below on September 16, 2021, to start at 8:00AM, to wit:

- Position: Master Teacher II (Aurora, Roxas East, Alicia North, San Mateo North District)
- Education: Bachelor of Elementary Education or Bachelors degree with 18 professional education units with appropriate major and 24 units for a Master's degree in education or its equivalent
- Experience: 1 year as Master Teacher I or 4 years as Teacher III
- Training: 4 hours relevant training
- Eligibility: RA 1080 (Teacher)

- Position: Master Teacher I (Saint Paul VIHS, San Mateo VIHS)
- Education: Bachelor of Secondary Education or Bachelors degree with 18 professional education units with appropriate major and 18 units for a Master's degree in education or its equivalent
- Experience: 3 years of relevant experience
- Training: None required
- Eligibility: RA 1080 (Teacher)



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Doc Code:	FM-ORD-003	Rev:	00
As of:	July 2, 2018	Page:	2

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Position: Master Teacher I (Roxas West, Burgos, Aurora, Roxas East, Alicia South, San Mateo South, San Mateo North District)
Education: Bachelor of Elementary Education or Bachelors degree with 18 professional education units with appropriate major and 18 units for a Master's degree in education or its equivalent
Experience: 3 years of relevant experience
Training: None required
Eligibility: RA 1080 (Teacher)

2. Interested and qualified applicants shall submit their Letter of Intent to the Schools Division Superintendent through Mrs. Lou Jane M. Nicolas, Administrative Officer IV for Personnel with their pertinent documents for preliminary evaluation on the qualifications of applicants, preparation of selection line-up and for deliberation of the Promotion Selection Board en-banc. (DO No. 29, s. 2002). Pertinent documents include the following:

- a. TOR
- b. Service Record
- c. Certificate of Employment with Job Description (for Non Teaching)
- d. Latest Appointment
- e. Certificate of Eligibility
- f. Latest Personal Data Sheet
- g. Certificate of Training
- h. All other documents required under Division Memorandum No. 43, s. 2018

3. Original documents should be submitted. Deadline for the submission will be on or before September 13, 2021.

4. Additional documents shall no longer be considered after the deadline of submission and during the assessment proper.

5. Qualified applicants after the pre-assessment of documents will be informed through letter or text messages before the assessment date.

6. To observe Equal Employment Opportunity Privilege (EEOP), this Office highly encourages all interested and qualified applicants, including persons with disability, members of indigenous groups and communities, regardless of gender identity to join the said assessment.

7. Immediate and wide dissemination of this Memorandum is desired.

PER/lmn



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