



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

October 17, 2024

DIVISION MEMORANDUM

No. **652**, s. 2024

**RECRUITMENT, EVALUATION, AND SELECTION OF MASTER TEACHER I & II
POSITIONS (ELEMENTARY & SECONDARY)**

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Education Program Supervisors/Public Schools District Supervisors
Heads of Public Elementary and Integrated Schools
All Others Concerned

1. This Office announces the recruitment, evaluation, and selection of applicants for the vacant Master Teacher I and II positions in the elementary and secondary schools listed in Enclosure No. 1 of this Memorandum.
2. The qualification standards, criteria /evaluation sheet, and list of documentary requirements are found in Enclosure No. 2, 3, and 4 respectively.
3. Espousing the principles of merit, fitness for the job, and equal opportunity, this office highly encourages interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class, and political affiliation, or other similar factors/ personal circumstances whether internal or external to DepEd to apply. Applicants with disabilities or special needs are encouraged to inform the Human Resource Officer upon submission of the application so that provisions can be given/ facilitated for them.
4. Only those applicants who met the minimum Qualifications Standards shall proceed to further assessment/evaluation as stipulated in MEC Order No. 10, s. 1979 titled *Implementing Rules and Regulations for the System of Career Progression for Public School Teachers* and DO No. 3, 2016 titled *Hiring Guidelines for Senior High School for Teaching Positions Effective School Year (SY) 2016-2017*.
5. All applicants must register and encode pertinent information using the link (<https://bit.ly/JoinMeNonTeaching>). A confirmation message with a link to generate the **application code** will be shown upon registration. The unique application code will be used for the entire duration of the hiring process to protect the identity of applicants in compliance with the Data Privacy Act and to promote the objectivity and integrity of the process.
6. Applicants are advised to submit one (1) set of duly authenticated copies of required documents arranged and labeled accordingly with proper tabbing addressed to **MIGUEL MAC D. APOSIN EdD, CESO V**, Schools Division Superintendent, through the Record Section on or before **5:00 pm of October 25, 2024**.
7. All documents must be orderly arranged based on the checklist of Requirements (Annex C) with Table of Contents and properly labeled with side-tabbing in a color-coded folder as follows:



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- Elementary applicant for Master Teacher I- Yellow
- Secondary applicant for Master Teacher I- Blue
- Secondary applicant for Master Teacher II- Red

8. Applicants who fail to submit the complete documentary requirements on the set deadline shall not be included in the pool of official applicants. No new or additional documents will be accepted after the deadline.
9. Applicants must bring their original documents during the validation/open-ranking process to verify their authenticity.
10. Document evaluation is scheduled for October 29 & 30, 2024.
11. Applicants are enjoined to strictly observe these guidelines in the submission of documents relative to the filling of vacant positions. An Omnibus Sworn Statement duly signed by the applicants signifies their full responsibility and accountability for the submitted documents' completeness, authenticity, and integrity. **Any false and fraudulent documents** submitted shall be grounds for disqualification.
12. Expenses of the HRMPSB relative to the evaluation of documents, deliberation, and preparation of Comparative Assessment Results, shall be charged against Division Funds subject to the usual accounting and auditing rules and regulations.
13. Immediate dissemination of this memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference:
DO 19, s. 2022
MEC Order No. 10, s. 1979
DO 3, s. 2016

To be indicated in the Perpetual Index
Under the following subjects

QUALIFICATION VALIDATION	ELEMENTARY SUBMISSION	SECONDARY GUIDELINES	MASTER TEACHER
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MSB/Admin-HR



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph



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Enclosure 1 to Division Memo No. ____ s. 2024

LIST OF VACANT MASTER TEACHER POSITIONS

LEVEL	POSITION	SALARY GRADE	MONTHLY SALARY	NO. OF ITEMS	PLACE OF ASSIGNMENT
ELEMENTARY	MASTER TEACHER I	SG-18	49,015	1	DISTRICT OF CUARTERO
				1	DISTRICT OF DAO
				1	DISTRICT OF JAMINDAN
				3	DISTRICT OF MAAYON
				2	DISTRICT OF MAMBUSAO WEST
				1	DISTRICT OF MAMBUSAO EAST
				1	DISTRICT OF PANAY
				1	DISTRICT OF PONTEVEDRA
				1	DISTRICT OF PRES. ROXAS
				1	DISTRICT OF SAPIAN
				1	DISTRICT OF SIGMA

LEVEL	POSITION	LEARNING AREA	SALARY GRADE	MONTHLY SALARY	NO. OF ITEMS	PLACE OF ASSIGNMENT
SECONDARY	MASTER TEACHER I	MATH	SG-18	49,015	1	DAVID MOISES NHS
		SCIENCE			1	
		AP			1	MAAYON NHS
		AP			1	PONTEVEDRA NHS
		VALUES ED			1	SAN NICOLAS NHS- TAPAZ
		SCIENCE			1	SAPIAN NHS
	MASTER TEACHER II	ENGLISH	19	53,873	1	FLORENTINA DEGALA NHS
		TLE			1	PONTEVEDRA NHS
		SHS-HUMSS			1	CAPIZ NHS



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Enclosure 2 to Division Memo No. 652s, 2024

APPROVED CSC QUALIFICATION STANDARD (QS)

POSITION	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
MASTER TEACHER I	Elementary: Bachelor of Elementary Education (BEED) or Bachelor's degree with 18 professional education units and 18 units for a Master's degree in Education or its equivalent	None required	3 years of relevant experience	PBET; Teacher
	Secondary: Bachelor of Secondary Education (BSED): or Bachelor's degree with appropriate major and 18 units for a Masters' Degree in Education or its equivalent	None required	3 years of relevant experience	PBET; Teacher
MASTER TEACHER II	Secondary: Bachelor of Secondary Education (BSED): or Bachelor's degree with appropriate major and 24 units for a Masters' Degree in Education or its equivalent.	4 hours of relevant training	1 year as Master Teacher 1 or 4 years as Teacher-III	PBET; Teacher
	Bachelor's degree majoring in fields under the Track; or any Bachelor's degree plus 18 units of specialization in Strand; and 24 units for a Master's degree in fields under the strand	8 hours of training relevant to the courses in the track	4 years of relevant teaching/industry work experience	RA 1080 (Teacher)



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Enclosure 3 to Division Memo No. 652 s, 2024

EVALUATION CRITERIA AND COMPUTATION OF POINTS FOR MASTER TEACHER

CREDIT POINTS FOR LEADERSHIP POTENTIAL AND ACCOMPLISHMENT

A. Introduction: (20 Points)

A-1 Curriculum instructional materials

- A-1.1 Copy of Materials prepared
- 1.2 Certification signed by the PSDS/ Secondary SH that such candidate prepared the materials and were utilized by the teachers-eff 2021
- A-1.3 Certificate of recognition signed by the SDS (effective 2021) facilitated by the SH

A-2 Effective teaching techniques or strategies

- A-2.1 Proof showing the introduction of effective teaching techniques or strategies and utilized by the school or district signed by the PSDS/Secondary SH
- 2.2 Certificate of recognition for the introduction of effective teaching techniques or strategies signed by the SDS eff. 2021

A-3 Simplification of Work

- A-3.1 Proof showing simplification of work adopted by the school or district duly signed by the PSDS/Secondary SH
- A-3.2 Certificate of recognition for the simplification of work signed by the SDS eff 2021

A-4 Worthwhile Income Generating Project – (Worthwhile - done for the learners and with direct impact on KPIs)

- A-4.1 Certificate of recognition/citation signed by the SDS eff. 2021
- 4.2 Narrative report on this income-generating project duly attested by PSDS/Sec SH
- 4.3 Income statement duly attested by PSDS/Sec SH
- 4.4 Copy of project proposal approved by the SDS (effective 2021)

Note: An income-generating project on green revolution not recognized by the Division Office but with other supporting papers may be credited in letter C for 12 points

B. Served as: (12 points)

B-1 Subject Coordinator (at least 1 year)

- B-1.1 Designation signed by SH attested by the PSDS for elementary/Sec. SH for secondary eff. 2021
- 1.2 Report of accomplishments attested by PSDS/Secondary SH
- 1.3 Certification as school/district/secondary school coordinator stating the inclusive date of service signed by PSDS/Secondary SH

B-2 As Grade Chairman (with at least 6 members & at least 1 year)

- B-2.1 Designation signed by SH attested by the PSDS for elementary/Sec. SH for secondary
- 2.2 Report of accomplishments attested by PSDS/Secondary SH
- 2.3 Certification as grade chairman stating the inclusive date of service signed by PSDS/Sec SH
- 2.4 List of members under the chairmanship signed by the SH

B-3 As Org/Club Adviser (for at least 2 years)

- B-2.1 Designation signed by SH attested by the PSDS for elementary/Sec. SH for secondary eff 2021
- 3.2 Report of accomplishments attested by School Head
- 3.3 Certification as club adviser signed by the School Head stating inclusive dates of service
- 3.4 List of officers duly attested by SH

C. Served as: (12/7 points)

C-1 Chairman of Special Committee to Prepare Instructional Materials (for participation as member-7 pts.)

- C-1.1 Designation signed by SH attested by the PSDS for elementary/Sec. SH for secondary eff 2021
- 1.2 Certification as chairman stating the inclusive date of service signed by PSDS/Secondary School Head eff 2021
- 1.3 List of members of the committee duly certified by the SH
- 1.4 Sample of instructional materials prepared, signed by the candidate, and noted by the SH

C-2 Chairman to Prepare Intermediate School Program (Schedule of Intermediate Classes, District Action Program)

- C-2.1 Designation signed by SH attested by the PSDS for elementary/Sec. SH for secondary eff 2021
- 2.2 Copy of school program/action program prepared duly attested by the SH
- 2.3 List of members of the committee duly attested by the SH

C-3 Chairman to Prepare Test – 12 pts. Members – 7 pts.

- C-3.1 Designation signed by SH attested by the PSDS for elementary/Sec. SH for secondary eff 2021
- 3.2 Copy of test prepared, duly attested by SH
- 3.3 Report of Findings/Item Analysis signed by the candidate and Noted by the SH effective 2021
- 3.4 Certification as chairman/member, duly attested by the SH

D. Initiated/Headed an Educational Research Including Action Research (12/7 points) Member - 7 pts.
(for improvement of instruction, community development, or teacher welfare)

- D-1.1 Copy of Research proposal duly approved by SDS
- 1.2 Copy of the completed research work duly approved by the SDS (effective 2021)



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E. Coordinator of a Community Project (12/7 points)

- E-1.1 Certification as coordinator of a community project indicating inclusive years (at least 2 years) signed by barangay captain or head of agency and attested by PSDS/SH eff 2021
- 1.2 Report of accomplishments attested by barangay captain or authorized official and noted by the PSDS or SH eff 2021
- 1.3 List of officials where the name appears duly attested by the barangay captain or school head

F. Organized/Managed an In-Service Activity (12/7 points)

- F-1.1 Designation to conduct in-service training in school signed by the SH
- 1.2 Certificate of attendance to a seminar or training prior to the school seminar conducted by DECS only. (If not conducted by DECS, submit authority to attend)
- 1.3 Program of activities showing the role of the candidate (*Facilitator receives no credit*)

G-1 Trainer or Coach (10 points) highest level only

- National Winner - 10 pts.
- Regional Winner - 5 pts.
- Division Winner - 3 pts.
- (*District Winner - no credit*)

- G-1.1 Designation as coach/trainer
- 1.2 Copy of awards or proof of awards received by the contestant
- 1.3 Certification as coach/trainer with the name of the contestant, level of contest, date, venue and prize received, whether 1st, 2nd or 3rd, signed by school head and officiating official concerned eff 2021

G-2. Awards

- National Winner - 10 pts.
- Regional Winner - 5 pts.
- Division Winner - 3 pts.

- G- 2.1 Copy of award received by the candidate or certification signed by proper school officials

Note: * Certificates of appreciation or recognition for service of short duration such as those received for service rendered in in-service training programs are NOT credited.

H. Authorship (10 pts.) At least region-wide circulation

- H-1.1 Certification signed by the SH that the candidate wrote the article in a certain magazine, date of issue, page it appeared to eff 2021
- 1.2 Draft of the article, signed by the SH prior to the date of publication (eff 2021)
- 1.3 Copy of the magazine where the article appeared

I. Demonstration Teacher- (*This is a basic requirement- no points allotted*)

- 1.1 Certification as demonstration teacher duly attested by PSDS/principal
- 1.2 1.2 Copy of lesson plan duly attested by PSDS and principal or Division Supervisor

TOTAL POINTS- 100

SENIOR HIGH SCHOOL

Evaluation Criteria and Computation of Points (ACADEMIC & CORE SUBJECTS)

a.	Education-	20 points
b.	Training/Industry/Workplace Experience	15 points
c.	Specialized Training	10 points
d.	Interview	15 points
e.	English Communication Skills	10 points
f.	Portfolio/Outstanding Achievements	10 points
g.	Demonstration Teaching	20 points
		100 points



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Annex C

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	h. Photocopy of latest appointment, if applicable			
i.	Photocopy of Rating for the last three rating periods (at least VS)			
j.	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 (Annex C)			
k.	Other documents as may be required for comparative assessment, such as but not limited to:			
	k1. Copy of Teacher's Program showing number of minutes of regular teaching load			
	k2. Copy of School Form-7 (Secondary)			

Attested:

Administrative Office IV (HRMOII)

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Subscribed and sworn to before me this _____ day of _____, year _____.

Name and Signature of Applicant

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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