



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

25 SEP 2026

DIVISION MEMORANDUM
No. 460s. 2026

**FACILITATION OF THE HIRING AND SELECTION PROCESS FOR MASTER TEACHER
POSITIONS BY THE RECONSTITUTED SCHOOLS DIVISION OFFICE HUMAN
RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)**

TO : OIC Assistant Schools Division Superintendent
OIC Chief Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Integrated and Senior High Schools
All Others Concerned

1. In view of the **Schools Division Memorandum No. 397, s. 2026** titled **Reconstitution and Designation of the Schools Division Office Human Resource Merit Promotion and Selection Board (HRMPSB)**, all hiring and selection processes for Master Teacher positions shall henceforth be facilitated and undertaken by the newly reconstituted Division HRMPSB, in accordance with existing Department of Education policies, rules, and regulations.
2. Accordingly, all previous hiring and selection activities for Master Teacher positions that were facilitated and/or processed by the HRMPSB Subcommittee are hereby **RESCINDED**, including the corresponding assessment, deliberation, ranking, and other related actions, as applicable.
3. The rescission of the foregoing actions is intended to ensure that the hiring and selection process for Master Teacher positions is undertaken by the duly reconstituted Division HRMPSB, consistent with its mandate and authority under existing DepEd policies.
4. The concerned applicants shall be appropriately informed of the foregoing and shall comply with the requirements and procedures that may be prescribed by the newly reconstituted Division HRMPSB in the conduct of the succeeding assessment and selection process.
5. All concerned offices and personnel are hereby directed to coordinate with the Division Human Resource Management Office (HRMO) and the newly reconstituted Division HRMPSB for the proper implementation of this Memorandum.
6. Further, all online trainings, seminars, webinars, and similar activities related to instructional supervision intended to be attended by personnel in their official capacity shall require prior authority from the **Schools Division Superintendent (SDS)**. This directive shall take effect immediately upon the posting of this Memorandum.
7. Requests for authority to attend such activities shall be submitted to the **Office of the Schools Division Superintendent** prior to participation and shall indicate the title of the activity, sponsoring organization, date and duration, platform or venue, and relevance of the activity to the official functions of the personnel concerned. This is to ensure that the attendance of teaching personnel in professional development activities is in accordance with **DepEd Order No. 9, s. 2005**, entitled **Instituting Measures to Increase Engaged Time-**



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

on-Task and Ensuring Compliance Therewith, which emphasizes the non-disruption of classes and the maximization of instructional time. Participation in such activities shall be carefully planned and approved to avoid adversely affecting classroom instruction, particularly during instructional blocks.

8. Attendance in such activities without the required prior authority shall not be construed as officially authorized participation and shall be subject to applicable DepEd rules and regulations.

9. Pursuant to **DepEd Order No. 024, s. 2025** titled **Guidelines on the Implementation of the Expanded Career Progression (ECP) System for Teachers and School Heads**, and **DepEd Order No. 034, s. 2025** titled **Amendments and Clarifications to DepEd Order No. 024, s. 2025**, all schools concerned shall submit an updated and duly certified Report on the Number of Teachers and Master Teachers.

10. The report shall indicate the number of Teacher and Master Teacher positions and the corresponding Master Teacher-to-Teacher ratio, including the applicable **1:5 ratio**, as prescribed under existing guidelines. For purposes of determining the allowable number of Master Teacher positions, the data shall be validated based on the applicable subject, learning area, track, specialization, and other relevant staffing considerations under the said Orders.

11. The submitted and validated Report on the Number of Teachers and Master Teachers shall serve as one of the bases in determining the allowable Master Teacher positions and in facilitating the appropriate hiring and selection process.

12. All School Heads are directed to ensure that the submitted data are accurate, updated, complete, and duly certified, and that the information reflects the current staffing and teaching assignments of the school.

13. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
References: None

To be indicated in the Perpetual Index
Under the following subjects:

PROMOTION

OFFICIALS

CHANGE