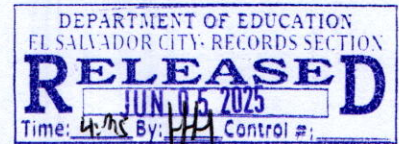




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



05 Jun 2025

DIVISION MEMORANDUM
No. 190, s. 2025

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
MASTER TEACHER POSITIONS**

To: **Asst. Schools Division Superintendent**
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Section Heads
Human Resource Merit Promotion and Selection Board
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office announces the call for the submission of Applications for Master Teacher positions, until **June 24 2025, 5:00 PM**. Below is a summary of the duties and responsibilities of a Master Teacher:
 - a. Shall have regular teaching loads;
 - b. Assist other teachers in the school or division towards improving their competencies;
 - c. Take leadership in the preparation of instructional and other materials;
 - d. Perform such other functions commensurate with their capabilities as the principal may assign;
 - e. May be required as demonstration teachers or teacher-consultants in other schools in the division

Position	Salary Grade / Pay	Item No.	Station Assignment
Master Teacher II (Elementary)	SG-19/ Php 56,390	OSEC-DECSB-MTCHR2-660413-1998	Elementary Schools
Master Teacher I (Junior HS)	SG-18/ Php 51,304	OSEC-DECSB-MTCHR1-660070-2019	Secondary Schools

2. The ranking shall abide with the guidelines stipulated in **DepED Order No. 20, s. 2024**, otherwise known as "Revised Guidelines on the Appointment and Promotion to Higher Teaching Positions." Division Memorandum No. 104, s. 2021 shall serve as supplemental reference for the qualification and documentary requirements.



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Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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3. The following qualification standards shall be considered:

POSITION	EDUCATION	EXPERIENCE	TRAINING	ADDITIONAL REQUIREMENT	PERFORMANCE REQUIREMENTS
Master Teacher II (Elementary)	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	1 year as Master Teacher	4 hours of relevant training	Must have the attachments and MOVs for Research (within the last 5 years) Must have been a demonstration teacher, regardless if at the school or division level within the last 5 years (Attachments for this requirement is stated/quoted from DM 104, s. 2021)	At least 10 Highly Proficient at Outstanding At least 5 Highly Proficient NCOIs at Very Satisfactory; and 5 Highly Proficient NCOIs at Outstanding
Master Teacher I (Junior HS)	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major, and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	Must have the attachments and MOVs for Research (within the last 5 years) Must have been a demonstration teacher, regardless if at the school or division level within the last 5 years (Attachments for this requirement is stated/quoted from DM 104, s. 2021)	21 Proficient COIs at Outstanding 8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding

***Note:** A rating of at least **Very Satisfactory** in the last rating period covering one (1) year complete performance cycle in the current position shall be required. In addition, applicants shall be required to satisfy the set performance requirements of the position applied for, based on at most three (3) rating periods reckoned from the immediately preceding performance cycle completed



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Required Competencies

- a. *Basic Competencies:* Teaching Ability, Classroom Management and School Fit;
- b. *Core behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
- c. *Core Skills:* Oral Communication, Written Communication and Computer/ICT Skills;
- d. *Technical Competencies:* applicant must have exhibited the following:
 - ✓ Modeled effective applications of content knowledge within and across curriculum teaching areas;
 - ✓ Evaluated with colleagues the effectiveness of teaching strategies that promote learner achievement in literacy and numeracy;
 - ✓ Developed and applied effective teaching strategies to promote critical and creative thinking, as well as other higher-order thinking skills;
 - ✓ Modeled and supported colleagues in the proficient use of Mother Tongue, Filipino and English to improve teaching and learning, as well as to develop the learners' pride of their language, heritage and culture;
 - ✓ Exhibited effective strategies that ensure safe and secure learning environments to enhance learning through the consistent implementation of policies, guidelines and procedures;
 - ✓ Exhibit effective practices to foster learning environments that promote fairness, respect and care to encourage learning;
 - ✓ Exhibited a learner-centered culture that promotes success by using effective teaching strategies that respond to their linguistic, cultural, socio-economic and religious backgrounds;
 - ✓ Developed and applied teaching strategies to address effectively the needs of learners from indigenous group;
 - ✓ Modeled to colleagues the setting of achievable and challenging learning outcomes that are aligned with learning competencies to cultivate a culture of excellence for all learners;
 - ✓ Used effective strategies for providing timely, accurate and constructive feedback to encourage learners to reflect on and improve their own learning;
 - ✓ Worked collaboratively with colleagues to analyze and utilize assessment data to modify practices and programs to further support learner progress and achievement;
 - ✓ Guided colleagues to strengthen relationships with parents/guardians and the wider school community to maximize their involvement in the educative process;



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- ✓ Contributed actively to professional networks within and between schools to improve knowledge and to enhance practice;
- ✓ Initiated professional reflections and promote learning opportunities with colleagues to improve practice;
- ✓ Performed various related works /activities that contribute to the teaching-learning process;

4. The field is also informed of the following additional requirements/support documents need to successfully earn points during the deliberation (References: Division Memorandum No. 104, s. 2021 and Division Memorandum No. 422, s. 2023):

Criteria	Remarks
Demonstration Teaching	Must be acquired after the last promotion but within the last five (5) years regardless if at the school or division level MOVs: 1. Certificate of Recognition OR Certificate as Demonstration Teacher stating the date and corroborated by at least 5 teachers; 2. Copy of the lesson plan duly attested; 3. Copy of Program of Activities when the demonstration teaching was conducted, duly attested
Research Activity	No attachment for this shall mean disqualification Must be acquired after the last promotion but within the last five (5) years In lieu of the action plan and approved research proposal, applicants may attach certification from Ms. Analyn G. G. Fabria, Division Research Coordinator, that applicant has conducted and completed an educational research activity for the improvement of instruction, common development or teacher welfare; it shall be indicated in the certification if the applicant is the lead proponent or not

4. All interested applicants shall submit the required documents in **HARD COPY** to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent Copies shall be submitted in a **legal-sized folder** indicating the prescribed filename in the built-in tab, which shall be the following:
- 2025-EMT2A_Full Name (e.g. 2025-EMT2A_Juana D. Cruz)
 - 2025-SMT1A_Full Name (e.g. 2025-SMT1A_Juana D. Cruz)



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Order of documents shall be as follows:

- a. Checklist of Requirements (*enclosed herewith*) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom;
 - b. Letter of intent addressed to the Schools Division Superintendent;
RANDOLPH B. TORTOLA
Schools Division Superintendent
 - c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet;
 - d. Photocopy of Voter's ID and/or any proof of residency;
 - e. Photocopy of Certificate of Board Rating;
 - f. Photocopy of valid and updated PRC License/ID;
 - g. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including completion graduate/post-graduate units/degrees, if applicable;
 - h. Certification of MA/PhD units earned from university registrar, if applicable;
 - i. Photocopy of Certificate of Employment, or Duly signed Service Record, whichever is applicable;
 - j. Photocopy of Certificates of Trainings, relevant specialized trainings or professional development programs, if applicable;
 - k. Photocopy of the required Performance Ratings with **at least Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings based on the vacant position. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
 - l. Photocopy of Latest Appointment;
5. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following personnel:

Role	Main
Chairperson	Conniebel C. Nistal, ASDS
Members	Ninian A. Alcasid, CID Chief
	Jeffrey M. Martinez, Admin Officer V
	Felanie Marie A. Lim, HRMO II
	Marivic S. Torres, Principal I (NAPSSHI Pres)
	Helen S. Palasan, (PESPA Pres)
Secretariat	Randy Rhys U. Capistrano, ADAS III



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6. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
June 24, 2025, 5:00 PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
July 2, 2025	Initial Evaluation	IER Committee
July 4, 2025	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
TBA	Interview and Final Deliberation	HRMPSB & Applicants
TBA	Submission of Comparative Assessment Report w/ attachments	HRMPSB

7. Only applicants tagged as "qualified" in the Initial Evaluation Results, as reflected in the Division Website: www.depedelsalvadoricity.net (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.
8. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
9. Immediate dissemination of this Memorandum to all concerned is enjoined.


RANDOLPH B. TORTOLA *for*
Schools Division Superintendent

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

HIRING

RECRUITMENT

SELECTION



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CHECKLIST OF REQUIREMENTS

Annex C-1

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office: _____
 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 HRMCO/HR Office/sub-committee)	
		Status of Submission (Check if completed)	Remarks
a. Letter of intent addressed to the SDS			
b. Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)			
c. Photocopy of Voter's ID and/or any proof of residency			
d. Photocopy of valid and updated PRC License/ID			
e. Photocopy of Certificate of Board Rating			
f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h. Photocopy of latest appointment (for those applying for promotion)			
i. Photocopy of certificate/s of relevant specialized trainings or professional development programs			
j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable			
k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			
l. Checklist of Requirements, CAV, Data Privacy Consent Form			
m. Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOV) for the assessment of Identified PPST NCOIs			

Attested:

Human Resource Management Officer

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.

Name and Signature of Applicant

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

Person Administering Oath

In accordance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where 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