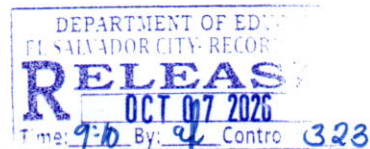




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



01 Oct 2026

DIVISION MEMORANDUM

No. 323, s. 2026

ANNOUNCEMENT OF CAREER OPPORTUNITY:
Master Teacher I and Master Teacher II

To: Asst. Schools Division Superintendent
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office announces the call for the submission of Applications of the following vacancies below until, **October 15, 2026, 5:00 PM**. Copy of the duties and responsibilities, as well as the Qualification Standards of the position are enclosed herewith to serve as reference.

Position	Salary Grade	Item No.	No. of Vacancy/ ies	Place of Assignment
Master Teacher II	19	OSEC-DECSB-MTCHR2-660414-1998	1	Elem
Master Teacher I	18	OSEC-DECSB-MTCHR1-660109-2019	3	
		OSEC-DECSB-MTCHR1-660022-2000		
		OSEC-DECSB-MTCHR1-660025-2000		
Master Teacher I	18	OSEC-DECSB-MTCHR1-660071-2019	1	JHS
Master Teacher I	18	OSEC-DECSB-MTCHR1-660121-2019	2	SHS
		OSEC-DECSB-MTCHR1-660122-2019		

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 Positions.*"

3. This position shall be based on the following criteria:

- **Education** units and/or degree that exceed the minimum qualification requirements defined in the CSC-approved QS which shall be relevant to the position to be filled shall be given corresponding points;



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- **Training** hours that exceed the minimum qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years. Only L&D or training in curriculum, pedagogy, and/or in relevant subject, learning area specialization, or strand, such as but not limited to relevant NEAP-recognized professional development programs and courses, shall be given corresponding points;
- **Experience** in teaching that exceeds the minimum number of months/years as defined in the CSC-approved QS shall be given corresponding points. For SHS, relevant industry and/or work experience may be considered;
- **Performance** in the latest rating period covering one (1) year complete performance cycle in the current position with at least VS rating;
- **Outstanding Accomplishments** acquired after the last promotion;
- **PPST Classroom Observable Indicators (COI)** measured through Classroom Observation/Demonstration Teaching; and
- **PPST Non-Classroom Observable Indicators (NCOI)** measured through the Assessment of Portfolio Annotations and BEI.

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 file name in the built-in tab, which shall be the following:

Elementary:

- 2026-MT2A_Full Name (e.g. 2026-MT2A_Juana D. Cruz)
- 2026-MT1A_Full Name (e.g. 2026-MT1A_Juana D. Cruz)

Junior HS

- 2026-JMT1A_Full Name (e.g. 2026-JMT1A_Juana D. Cruz)

Senior HS

- 2026-SMT1A-TVL_Full Name (e.g. 2026-ST2A-TVL_Juan D. Cruz)
- 2026-SMT1A-ACAD_Full Name (e.g. 2026-ST2A-ACAD_Juan D. Cruz)

5. **Order of documents shall be as follows:**

- a. Letter of intent addressed to the Schools Division Superintendent;
RANDOLPH B. TORTOLA
Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2026) with work experience sheet (*notarized*);
- 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;

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- f. Photocopy of scholastic/academic record, (i.e., Transcript of Records (TOR) and Diploma, including completion graduate and post-graduate units/degrees, if applicable);
- g. Photocopy of Certificate of Employment, or Duly signed Service Record, whichever is applicable;
- h. Photocopy of Latest Appointment, if applicable;
- i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- j. Photocopy Of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) 11,4 Trainers Methodology Certificate (TMC), 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 depending on the performance requirements per vacant position. The latest performance rating shall one (1) year complete rating period in the current position);
- l. 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 (Annex C), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755; and
- m. Other documents as may be required by the HRMP SB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

6. The field is also informed of the following additional requirements/support documents need to successfully proceed to the interview and deliberation process:

ADDITIONAL REQUIREMENT	MOVS
Demonstration Teaching	<p>Must be acquired after the last promotion but within the last five (5) years regardless of if at the school or division level</p> <ol style="list-style-type: none">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

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ADDITIONAL REQUIREMENT	MOVS
Educational Research Activity/ Research	<p>No attachment for this criterion shall mean disqualification . Must be acquired after the last promotion but within the last five (5) years.</p> <p>In lieu of the action plan and approved research proposal, applicants may attach certification from Ms. Analyn 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.</p>

7. This submission is separate from the submissions required by ECP. Accordingly, interested applicants must submit a separate set of documents for this call for applications.

8. Further, this is to reiterate item no. 20, and 21 of DepEd Order No. 20, s. 2024 as follows:

“20. Individuals who failed to submit complete mandatory documents (Items 19.a to 19.1) (Item 6.a to 6.l) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 19.m) (Item 6.m) shall not warrant exclusion from the pool of official applicants.

“21. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as by the Omnibus Sworn Statement (Item 19.1), duly signed by the applicant and sworn before a public officer authorized to administer oaths. The HRMO and/or sub-committee shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/ s against the person concerned.”

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9. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	ELEMENTARY	JUNIOR HS	SENIOR HS
Chairperson	Conniebel C. Nistal, ASDS		
Members	Ninian A. Alcasid, Chief CID / Jovit D. Comon, EPSVR (Alternate)		
	Jeffrey M. Martinez, Admin Officer V		
	Felanie Marie A. Lim, HRMO II		
	Helen S. Palasan, School Principal I	Jessica C. Micabalo, School Principal I	Marivic S. Torres, School Principal I
	Rhea C. Batutay, Master Teacher II		
Secretariat	Randy Rhys U. Capistrano, ADAS III		

10. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
October 15, 2026, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
October 19-21, 2026	Initial Evaluation	IER Committee
October 22, 2026	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
TBA	Interview and Final Deliberation	HRMPSB & Applicants
TBA	Submission of Comparative Assessment Report w/ attachments	HRMPSB

11. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.

12. 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.

13. Immediate dissemination of this Memorandum to all concerned is enjoined.

RANDOLPH B. TORTOLA
 Schools Division Superintendent

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

HIRING

RECRUITMENT

SELECTION



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Attachment No. 1: QUALIFICATION STANDARDS

LEVEL	POSITION	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ELEM	MASTER TEACHER II	Master's degree in Education, or Educational Leadership; or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Stage III (Highly Proficient Teacher)	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher-Elementary/Secondary); RA 1080, as amended (Teacher-Secondary)
ELEM/ JHS	MASTER TEACHER I	Master's degree in Education, or Educational Leadership; or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Stage III (Highly Proficient Teacher)	5 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary); RA 1080, as amended (Teacher-Secondary)
SHS	MASTER TEACHER I (TVL)	Master's degree in relevant field(s) under	National Certificate (NC) II and Trainer's Methodology	5 years experience in teaching or industry or	RA1080, as amended (Teacher-Secondary) for



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		the strand/area of specialization plus 18 professional units in Education; Master's degree in relevant field(s) under the strand/area of specialization	Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization or completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	experience in relevant strand/area of specialization	permanent appointments; None required for provisional and contractual appointments 'must pass the LET within 5 years after the date of first hiring
SHS	MASTER TEACHER I (ACAD)	Master's degree in relevant strand/subject plus 18 professional units in Education; Master's degree in relevant strand/subject	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years experience in teaching or industry work in relevant strand/subject	RA1080, as amended (Teacher-Secondary) for permanent appointments; None required for provisional and contractual appointments 'must pass the LET within 5 years after the date of first hiring

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Attachment No. 2: PERFORMANCE REQUIREMENTS

Note: A rating of at least **Very Satisfactory** in the last rating period covering one (1) year complete performance cycle in the current shall be required. In addition, internal 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.

POSITION APPLIED FOR	CLASSROOM OBSERVABLE INDICATORS (COI)	NON-CLASSROOM OBSERVABLE INDICATORS (NCOI)
MASTER TEACHER II	At least 10 Highly Proficient COIs at Outstanding	At least 5 Highly Proficient NCOIs at Very Satisfactory; and 5 Highly Proficient NCOIs at Outstanding
MASTER TEACHER I	21 Proficient COIs at Outstanding	8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding

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Attachment No. 3: DUTIES AND RESPONSIBILITIES

1. Provide Instructional Leadership

- Serve as a model of effective teaching practices.
- Demonstrate high-level pedagogical skills and content expertise.
- Lead the improvement of classroom instruction and learning outcomes.
- Promote innovations and evidence-based teaching strategies.

2. Mentor and Coach Teachers

- Provide technical assistance to teachers in lesson planning, classroom management, assessment, and pedagogy.
- Conduct coaching, mentoring, and Learning Action Cell (LAC) sessions.
- Assist teachers in addressing instructional challenges and improving performance.
- Support beginning and developing teachers in attaining PPST standards.

3. Lead Curriculum Implementation

- Guide teachers in the implementation of the K to 12 curriculum.
- Assist in curriculum contextualization and localization.
- Develop and share instructional materials and learning resources.
- Ensure alignment of instruction, assessment, and learning competencies.

4. Support Professional Development

- Lead school-based professional development activities.
- Facilitate capability-building programs for teachers.
- Share best practices and research-based interventions.
- Encourage continuous professional growth among colleagues.

5. Conduct and Utilize Research

- Lead or participate in action research and educational research initiatives.
- Promote the use of research findings to improve teaching and learning.
- Assist teachers in developing evidence-based interventions.

6. Strengthen Assessment and Learner Achievement

- Guide teachers in designing quality assessments.
- Analyze learner performance data.
- Recommend interventions to improve learner achievement.

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- Support teachers in monitoring and reporting learner progress.

7. Promote Community and Stakeholder Engagement

- Strengthen partnerships with parents, stakeholders, and community organizations.
- Promote programs that support learner welfare and school improvement.
- Model professional ethics and positive community relations.

8. Assist School Heads in School Improvement

- Provide technical support in implementing school programs and projects.
- Contribute to School Improvement Planning (SIP) and other school initiatives.
- Support monitoring, evaluation, and reporting activities.
- Serve as a resource person and member of school committees.

PPST-Based Role of a Master Teacher

Under **DepEd Order No. 42, s. 2017**, a Master Teacher is expected to:

- Exhibit a high level of professional knowledge and practice.
- Support the professional development of other teachers.
- Lead colleagues toward improved teaching quality.
- Influence school-wide improvement through mentoring, collaboration, and instructional leadership.

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CHECKLIST OF REQUIREMENTS			Annex C
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) <i>(Check if submitted)</i>	Verification (To be filled out by the HRMS/HR Officer/sub-committee)	
		Status of Submission (Check if complete)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer.			
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. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
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			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

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 as (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document satisfies its integrity and reliability and can be authenticated as to be usable for subsequent reference.