



Republic of the Philippines
Department of Education
 REGION IV- A CALABARZON
 CITY SCHOOLS DIVISION OF CITY OF TAYABAS

21 May 2026

DIVISION MEMORANDUM
 No. **341** s. 2026

RECRUITMENT AND SELECTION OF APPLICANTS FOR TEACHER II, TEACHER III AND MASTER TEACHER I POSITIONS FOR SY 2026–2027 (ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL)

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 Heads, Units/Sections
 All Others Concerned

- The field is hereby informed of the division-wide recruitment and selection of interested applicants for anticipated **Teacher II, Teacher III and Master Teacher I** positions **for the entire School Year (SY) 2026–2027**. The Human Resource Merit Promotion and Selection Board (HRMPSB) will use **DepEd Order No. 019, s. 2022 (DepEd Merit Selection Plan)** and **DepEd Order No. 020, s. 2024 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions)** as the basis for the recruitment and selection process.
- This **division-wide recruitment and selection process** is separate from the previously submitted **applications for reclassification**, which shall continue to serve as the lineup for reclassification in the succeeding years.
- The City Schools Division of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) on Human Resource Management and Development and encourages all qualified and interested applicants to apply regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.
- In line with this, all interested applicants are requested to submit the **required documents** as indicated in **DepEd Order No. 020, s. 2024 (see attached Enclosure 1)**, properly labeled with ear tags, arranged according to the checklist per criterion and filed in the following **color-coded folder**:

Color of folder	Teacher II and III
Red	Elementary
Orange	Junior High School
Violet	Senior High School

Color of folder	Master Teacher I
Yellow	Elementary
Green	Junior High School
Blue	Senior High School



Address: Brgy. PotoI, Tayabas City
 Telephone No.: (042) 785-9615
 Email Address: tayabas.city@deped.gov.ph
 Website: <https://www.sdotayabascity.ph>

5. **Submissions** shall be made to the **Office of the School Principal** for document pre-evaluation, using the **Individual Checklist for Pre-Evaluation and School Transmittal (see attached Enclosures 2 and 3)**. Schools may set their own deadlines for submission at the school level to allow sufficient time for verification.
6. Upon receipt of the applications, the School shall establish its own timeline for the conduct of the **Classroom Observable Indicator (COI)** and **Non-Classroom Observable Indicator (NCOI)** processes at the school level. Small schools with insufficient assessors and observers may coordinate with other schools to conduct the process on a **cluster basis**.
7. It is further **reiterated** that there shall be **two (2) to three (3) observers/assessors** for the conduct of **COI and NCOI** who possess expertise in the **learning area/subject specialization**. Said observers/assessors must **not be related to the applicant within the third degree of consanguinity or affinity** and must ensure that the **procedures, steps, and protocols** stipulated in **DepEd Order No. 020, s. 2024** are judiciously observed and strictly followed.
8. **Verified documents** shall then be forwarded to the **Personnel Services Unit through the Records Section** of this Division **on or before June 30, 2026, at 5:00 P.M.** Please note that the **Means of Verification (MOVs) for NCOI** need not be included in the submitted documents, as the NCOI has already been conducted at the school level.
9. **For fairness and equality among interested applicants**, submission of documents and/or additional credentials made **after the due date will not be accepted**, unless otherwise, this Office requests so for verification purposes of submitted documents and/or announces the extension of recruitment process. Likewise, individuals who fail to submit the complete mandatory requirements by the set deadline will not be included in the pool of official applicants.
10. During the deliberation process, the applicants shall bring their **original copies** and/or **Certified True Copy** of documents for validation. Failure to show the original documents shall nullify the points of the criterion where it represents.
11. The **Qualification Standards** for the positions are attached (*see Enclosure 4*). **Note:** *Incumbents of the Teacher III position may apply for the Master Teacher I position in cases of natural or anticipated vacancies, considering that there are currently no existing Teacher VI and Teacher VII positions whose incumbents are yet qualified for the position.*
12. The demonstration of **Classroom Observable Indicators (COIs)** shall be assessed through a **classroom observation** using the **Classroom Observation Tool (COT)**. The assessment will focus on **Rubric Levels 2 to 6 (Beginning to Proficient)** based on the **Philippine Professional Standards for Teachers (PPST)**, specifically the following **Classroom Observable Indicators**:

For Teacher II				
1.1.2	1.5.2	2.4.2	3.1.2	5.3.2

For Teacher III				
1.1.2	1.5.2	1.7.2	3.2.2	4.1.2

For Master Teacher I				
1.1.3	2.5.3	3.1.3	4.1.3	5.1.3

13. Below is the timeline for the recruitment and selection process of the said position:

ACTIVITY	TIMELINE	VENUE
Deadline of Filing of application letter with complete supporting documents	June 30, 2026	Personnel Administration Services Unit / Records Unit
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	July 7, 2026 <i>(Subject to change depending on the number of applicants)</i>	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	July 7, 2026 <i>(Subject to change depending on the number of applicants)</i>	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	July 8, 2026 <i>(Subject to change depending on the number of applicants)</i>	DepEd Tayabas Bulletin Board, Website and Facebook Page
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	July 14, 2026	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	July 14, 2026	Office of the Schools Division Superintendent
Conduct of Background Investigation <i>Note: Upon the Request of the Appointing Authority</i>	-	-
Posting of Comparative Assessment Results	July 15, 2026	DepEd Tayabas Bulletin Board, Website and Facebook Page

14. Attached are the following enclosures for your reference:
- Enclosure 1** – Checklist of Requirements;
 - Enclosure 2** - Individual Checklist for Pre-Evaluation *(also available in the downloadable section of the website under the Personnel Section);*
 - Enclosure 3** – School Transmittal *(also available in the downloadable section of the website under the Personnel Section);*
 - Enclosure 4** – Qualification Standards of Positions.

15. Immediate and widest dissemination of this Memorandum is desired


CELEDONIO B. BALDERAS JR.
 Schools Division Superintendent

Encl: As stated
Reference: DepEd Order 019, s. 2022
DepEd Order 20, s. 2024s

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

RSP
HIGHER TEACHING POSITION

OSDS Personnel Unit- recruitment and selection of applicants for teacher ii, teacher iii and master teacher i positions for sy 2026–
2027 (elementary, junior high school and senior high school)
PERNLTK2-002687/May 21, 2026

Enclosure 1

**CHECKLIST OF REQUIREMENTS
(As per DepEd Order No. 020, s. 2024)**

1. Two (2) original copies of the duly accomplished Checklist of Requirements and Omnibus Sworn Statement, sworn before any public officer authorized to administer oaths (e.g., Barangay Captain). Notarization will no longer be required to relieve applicants of unnecessary costs.

Note: The form can be downloaded from this link:

<https://tinyurl.com/AnnexC-1-OmnibusandChecklist>

2. Letter of intent addressed to the Schools Division Superintendent containing the position title and school you are applying for;

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

3. Fully accomplished **Personal Data Sheet (PDS)** (CS Form No. 212, **Revised 2025**) with recent passport-sized picture with attached **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;

4. Photocopy of Voter's ID and/or any proof of residency;

5. Photocopy of the updated PRC ID License;

6. Photocopy of Certificate of Board Ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET);

7. Photocopy of **Certified True Copy** of Transcript of Records and Certification of Units Earned issued by the School Registrar of the following, if applicable:

a.) Certified True Copy of Transcript of Records (TOR) for:

- i. Bachelor's Degree
- ii. Professional Education (18 units) *(if applicable)*
- iii. Master's or Doctoral Degree *(if applicable)*

b.) Certification of Units Earned **(if not yet graduated)** issued by the **School Registrar** for:

- i. Master's Degree *(if applicable)*
- ii. Doctoral Degree *(if applicable)*

(Note: Copies of grades, class cards, registration forms, or diplomas alone will not be accepted)

8. Updated and duly signed Service Record or Certificate of Employment;

Note: Please do not submit a Service Record with a "Request" annotation. Applicant must secure their Service Record in advance (duly updated and signed) prior to the submission of their pertinent documents.

9. Photocopy of latest appointment;

10. Photocopy of Certificate(s) of relevant training attended within the last five years, acquired after the last date of promotion, if applicable;

10.1. Master Teacher applicants **must** attach the matrix of training sessions attended for Instructional Supervision.

10.2. Additional Means of Verification (MOVs) for trainings attended, if any.

11. Photocopy of a valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II and Trainers Methodology Certificate (TMC) (**mandatory for TVL applicants**);

12. Photocopy of the required Performance Ratings with **at least Very Satisfactory** rating;

Note: Performance ratings must be derived from the authorized performance evaluation tool; a certificate of rating alone **will not be accepted**. In the absence of the applicable performance evaluation tool, **no proxy measures** shall be considered.

Note: For internal applicants:

A performance rating from the last rating period, **covering a one (1) year performance cycle in the current position**, shall be required. **In addition**, internal applicants must also submit the performance requirements stated in the prescribed qualifications (**see enclosure 4 of this memorandum**), based on a maximum of three (3) rating periods, reckoned from the immediately preceding completed performance cycle.

Note: For external applicants:

A performance rating from the last rating period, **covering a one (1) year performance cycle in the current position**, shall be required. **In addition**, external applicants must also submit the performance requirements stated in the prescribed qualifications (**see enclosure 4 of this memorandum**).

In a separate folder, applicants must submit the following documents at the school level for the conduct of the NCOI process:

13. **Means of Verification (MOVs)** from the applicant's RPMS portfolio, used in the performance assessment based on the following **Philippine Professional Standards for Teachers (PPST) Non-Classroom Observable Indicator**:

Note: Only the submitted documents shall serve as the basis for assessment. **No additional MOVs** will be accepted or submitted on the day of the NCOI evaluation.

For Teacher II				
4.3.2	5.5.2	6.2.2	6.4.2	7.3.2

For Teacher III				
1.2.2	4.2.2	4.3.2	5.2.2	5.5.2

For Master Teacher I				
1.2.3	4.2.3	5.2.3	6.1.3	7.4.3

Enclosure 2

**Individual Checklist for Pre-Evaluation
(Application for Higher Teaching Position))**

Name of applicant:

Current Position:

Applied Position:

No.	Document	Check / Remarks upon pre-evaluation
1	Two (2) Original copies of the duly accomplished Checklist of Requirements and Omnibus Sworn Statement	
2	Letter of intent addressed to the Schools Division Superintendent containing the position title applying for	
3	Fully accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with recent passport-sized picture with attached Work Experience Sheet	
4	Photocopy of valid and updated PRC ID License	
5	Photocopy of the following documents issued by the School Registrar:	
	a.) Certified True Copy of Transcript of Records (TOR) for:	
	i. Bachelor's Degree (Photocopy Accepted, even if not CTC)	
	ii. Professional Education (18 units) <i>(if applicable)</i>	
	iii. Master's or Doctoral Degree <i>(if applicable)</i>	
	b.) Certification of Units Earned (if not yet graduated) issued by the School Registrar for: Note: Copies of grades, class cards, registration forms, or diplomas alone will not be accepted	
	i. Master's Degree (if applicable)	
	ii. Doctoral Degree (if applicable)	
6	Updated and duly signed Service Record Note: Please do not submit a Service Record with a "Request" annotation. Applicants must <i>secure their Service Record in advance (duly updated and signed) prior to the submission of their reclassification application.</i>	
7	Photocopy of latest appointment	
8	Photocopy of Certificate(s) of relevant specialized trainings attended within the last five years, acquired after the last date of promotion Note: Master Teacher applicants <i>must attach the matrix of training sessions attended for Instructional Supervision</i>	
9	Photocopy of a valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II and Trainers Methodology Certificate (TMC) (mandatory for TVL applicants)	
10	Performance rating from the last rating period, covering a one (1) year performance cycle in the current position	

	Performance rating that will satisfy the prescribed qualifications (see Enclosure 4 of the Division Memorandum), based on a maximum of three (3) rating periods, reckoned from the immediately preceding completed performance cycle. <i>(Note: Applicable only if the most recent performance rating does not meet the qualification requirements for the number of COIs and NCOIs.)</i>	
11	Applicant's number of acquired Classroom Observable Indicators (COIs) <i>(Note: To check if the indicators were met, see Enclosure 4 of the Division Memorandum)</i>	Outstanding – Ver Satisfactory –
	Applicant's number of acquired Non-Classroom Observable Indicators (NCOIs) <i>(Note: To check if the indicators were met, see Enclosure 4 of the Division Memorandum)</i>	Outstanding – Ver Satisfactory –
12	Result of COI: <i>(These accomplished forms will be included in the applicants' folder)</i> COI annexes to be submitted: a. Annex K (Observation Notes Form) b. Annex L (COI Rating sheet of each observer) c. Annex M (COI Inter-Observer Agreement Form)	
13	Result of NCOI: <i>(These accomplished forms will be included in the applicants' folder)</i> NCOI annexes to be submitted: a. Annex N (NCOI Annotations Form) b. Annex P (NCOI Portfolio Annotation Rating sheet of each assessor) c. Annex P (NCOI BEI Rating sheet of each assessor) d. Annex Q (NCOI Portfolio Annotation Inter-Assessor Agreement Form) e. Annex Q (NCOI BEI Inter-Assessor Agreement Form)	

Pre-evaluated by:

[Name of Administrative Officer]

Position Title

(Signature over printed name)

[Name of School Head]

Position Title

(Signature over printed name)

Enclosure 3

**School Transmittal
(Application for Higher Teaching Position)**

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent
City Schools Division of the City of Tayabas

Sir:

This is to respectfully submit the application for higher teaching position of the following teaching personnel of **[Name of School]**, with the details indicated below:

No.	Name of Applicant (Last Name, First Name MI)	Current Position	Applied Position

(Add rows as necessary)

This further certifies that all listed applicants have undergone pre-evaluation at the school level and have complied with all the documentary requirements for application on higher teaching position pursuant to Division Memorandum No. **[see Division Memorandum]**, and other relevant DepEd issuances.

This is being submitted for your evaluation, approval, and appropriate action.

Thank you.

Very truly yours,

[Name of Administrative Officer]

Position Title

(Signature over printed name)

[Name of School Head]

Position Title

(Signature over printed name)

Enclosure 4

Qualification Standards

For Elementary and Junior High School

Position	Education	Trainings	Experience	Eligibility	For internal applicants:	
					Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Teacher II (Elementary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization attended within the last 5 years, acquired after the last date of promotion	1 year teaching experience	RA 1080, as amended (Teacher – Elementary / Secondary)	At least 6 Proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory
Teacher II (Junior High School)				RA 1080, as amended (Teacher - Secondary)	For external applicants and other non-teacher applicants: At least VS in the latest rating period covering one (1) year complete performance cycle	
Teacher III (Elementary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization attended within the last 5 years, acquired after the last date of promotion	2 years teaching experience	RA 1080, as amended (Teacher – Elementary / Secondary)	At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory
Teacher III (Junior High School)				RA 1080, as amended (Teacher - Secondary)	For external applicants and other non-teacher applicants: At least VS in the last two (2) immediately preceding rating periods, each covering one (1) year complete performance cycle	

Position	Education	Trainings	Experience	Eligibility	For internal applicants:	
					Classroom Observable Indicators (COI)	Classroom Observable Indicators (COI)
Master Teacher I (Elementary)	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, acquired after the last date of promotion; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience	RA 1080, as amended (Teacher – Elementary / Secondary)	21 Proficient COIs at Outstanding	8 Proficient NCOIs at Very Satisfactory and 8 Proficient NCOIs at Outstanding
Master Teacher I (Junior High School)				RA 1080, as amended (Teacher - Secondary)	For external applicants and other non-teacher applicants: At least VS in the last three (3) immediately preceding rating periods, each covering one (1) year complete performance cycle	

For Senior High School - Academic Track and Core Subjects

Position	Education	Trainings	Experience	Eligibility	For internal applicants:	
					Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Teacher II	Bachelor's degree with a major in the relevant strand/ subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in relevant strand/ subject plus 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization attended within the last 5 years, acquired after the last date of promotion	1 year experience in teaching or industry work in relevant strand/ subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments	At least 6 Proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory
	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject				None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)	For external applicants and other non-teacher applicants: At least VS in the last rating period covering one (1) year complete performance cycle

Position	Education	Trainings	Experience	Eligibility	For internal applicants:	
					Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Teacher III	Bachelor's degree with a major in the relevant strand/ subject plus 18 professional units in Education; or any Bachelor's degree with at least 12 units towards Master's degree in relevant strand/ subject plus 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization attended within the last 5 years, acquired after the last date of promotion	2 years experience in teaching or industry work in relevant strand/ subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments	At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory
	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 12 units towards Master's degree in the relevant strand/subject					

Position	Education	Trainings	Experience	Eligibility	For internal applicants:	
					Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Master Teacher I	Master's degree in relevant strand/ subject plus 18 professional units in Education	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 within the last 5 years, acquired after the last date of promotion;	5 years experience in teaching or industry work in relevant strand/ subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments	21 Proficient COIs at Outstanding	8 Proficient NCOIs at Very Satisfactory and 8 Proficient NCOIs at Outstanding
	Master's degree in relevant strand/ subject	or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)		None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		

For Senior High School - Technical Vocational and Livelihood (TVL) Track

Position	Education	Trainings	Experience	Eligibility	For internal applicants:	
					Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Teacher II	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	1 year experience in teaching or industry experience in relevant strand/ area of specialization	RA 1080, as amended (Teacher-Secondary) for permanent appointments	At least 6 Proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory
	Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization					

Position	Education	Trainings	Experience	Eligibility	For internal applicants:	
					Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Teacher III	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	2 years experience in teaching or industry experience in relevant strand/ area of specialization	RA 1080, as amended (Teacher-Secondary) for permanent appointments	At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory
	Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization					

Position	Education	Trainings	Experience	Eligibility	For internal applicants:	
					Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Master Teacher I	Master's degree in relevant field(s) under the strand/ area of specialization plus 18 professional units in Education	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	5 years experience in teaching or industry experience in relevant strand/ area of specialization	RA 1080, as amended (Teacher-Secondary) for permanent appointments	21 Proficient COIs at Outstanding	8 Proficient NCOIs at Very Satisfactory and 8 Proficient NCOIs at Outstanding
	Master's degree in relevant field(s) under the strand/ area of specialization	Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)		None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		