



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

07 July 2025

DIVISION MEMORANDUM
No. **418** s. 2025

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS TO
MASTER TEACHER II VACANT POSITION**

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

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants to **Master Teacher II** vacant position. The Human Resource Merit Promotion and Selection Board (HRMPSB) will use **DepEd Order No. 019, s. 2025** or the **Amended Qualification Standards for the Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V positions, MEC Order No. 10, s. 1979** or the **Implementing Rules and Regulations for the System of Career Progression for Public School Teachers, DECS Order No. 57, s. 1997** or the **Further Implementation of the Career Progression System for Master Teachers** and the **DepEd-4A-RM-01A-17-434** or the **Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007, DepEd Order No. 42, s. 2007, and DECS Order No. 57, s. 1997** in the recruitment and selection process.

Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	No. of Positions	Place of Assignment (Plantilla)
Master Teacher II	OSEC-DECSB-MTCHR2-270009-2007	SG 19	P 56,390	1	Luis Palad Integrated High School

2. City Schools Division of the City 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.

3. In line with this, all interested applicants are requested to submit all the needed documents indicated in **DepEd Order No. 007, s. 2023 (see attached Annex A)** properly labelled with ear tags per criterion at the Personnel Services Unit through the Records Section of this division or via e-mail at tayabas.city@deped.gov.ph on or before **July 22, 2025 until 5:00 o'clock in the**

afternoon. Moreover, see **Annex B** for the duties and responsibilities of the position to be filled.

4. **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 failed to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of applicants.

5. The qualification standards and competency requirements of the said position are as follows:

CSC Prescribed Qualifications				
Education	Training	Experience	Eligibility	Competency Requirement
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 Career 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-Secondary)	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication

6. 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	July 22, 2025	Personnel Administration Services Unit / SDO Records Section

Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	July 23-25, 2025	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	July 29, 2025	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	July 29, 2025	DepEd Tayabas Bulletin Board, Website and Facebook Page
Comparative Assessment of Applicants [<i>Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) & Skills or Work Sample Tests (S/ WST)</i>]	July 31, 2025	Office of the Assistant Schools Division Superintendent
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	August 1, 2025	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	August 1, 2025	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	August 4, 2025	DepEd Tayabas Bulletin Board, Website and Facebook Page

7. Wide and immediate dissemination of this Memorandum is desired.

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

References: DepEd Order No. 19, s. 2025
MEC Order No. 10, s. 1979
DECS Order No. 57, s. 1997
DepEd-4A-RM-01A-17-434

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

RSP
MASTER TEACHER II
DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants to master teacher
ii vacant position
PERFTKLQ-001666/July 7, 2025

Annex A

CHECKLIST OF REQUIREMENTS FOR MASTER TEACHER
(As per MEC Order No. 10, s. 1979, DECS Order No. 57, s. 1997 and
Regional Memorandum No. 434, s. 2017)

Mandatory requirements

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);

Note: The form can be downloaded at <https://tinyurl.com/OmnibusandChecklist>

2. Letter of intent addressed to the Schools Division Superintendent;

CELEDONIO B. BALDERAS JR.

Schools Division Superintendent

3. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached Work Experience Sheet which can be downloaded at www.csc.gov.ph;

4. Certified True Copy of the updated PRC ID License (must be Certified True Copy by the PRC);

5. Photocopy of the Certified True Copy of Transcript of Records for Master's Degree;

6. Photocopy of the Certified True Copy of Transcript of Records OR Certificate of units earned issued by the School Registrar for Doctoral Degree if any;

7. Certificates of relevant training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 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) attended within the last five years, acquired after the last date of promotion;

8. Updated Service Record;

9. Certificate of Employment;

10. Performance rating covering one year complete performance cycle acquired in the current or latest position prior to the date of submission;

11. Photocopy of approved appointment;

12. Certification from School Head that the applicant has an actual teaching load per day with attached current Teacher's/ Class Program signed by authorized authorities:

- Six (6) actual teaching load; or
- Minimum of four (4) actual teaching load with one (1) ancillary and one (1) advisory; or
- Minimum of five (5) actual teaching load with one (1) ancillary

13. Demonstration Teaching on the Division Level

13.1 Requirements for Demo Teaching:

- i. Approved Lesson Plan
- ii. Certificate
- iii. Corroboration
- iv. Training Matrix/ Design where his/her name is indicated
- v. Memorandum

Other documents as contained in RM 434 Regional Management Committee Resolution No. 002, s. 2017 such as:

14. Introduced any of the following which has been adopted or used by the school/division:

14.1 Curriculum or instructional materials - must be supported with the following documents:

- i. Approved Project Proposal
- ii. Copy of Curriculum Material
- iii. Summary of results of its effectiveness
- iv. Certification coming from the Education Program Supervisor in charge of the learning area that it has been adopted in the school and validated to be effective

14.2 Effective Teaching Techniques or strategies - must be supported with the supporting documents:

- i. Concept paper
- ii. Certification coming from the Education Program Supervisor in charge of the learning area that it has been effective
- iii. Summary of results of its effectiveness

14.3 Simplification of work as in reporting system, record keeping or procedures that resulted in cost reduction. It shall be supported with the supporting documents:

- i. Concept paper
- ii. Cost benefit analysis
- iii. Application of its effectiveness
- iv. Financial report of its cost effectiveness
- v. Certification or evidence of corroboration from any of the following: school head or at least five co-teachers.

14.4 Worthwhile Income Generating Project (IGP) for pupils given due recognition by the higher officials of the division. It shall be supported with the following documents:

- i. Project proposal
- ii. Income statement from the recipients of the project
- iii. Certification issued by the School Head that the project was originally developed by the teacher.

15. Served as subject coordinator or grade chairman for at least one (1) year; or as adviser of school publication or any special organization like dramatic club, glee club, science club etc., and discharged such assignment satisfactorily for at least two (2) years provided such assignment or services are in addition to, and not considered part of the regular teaching assignment. It must be supported with the following documents:

- i. Official designation
- ii. Accomplishment for the past three (3) years
- iii. Teachers Program
- iv. Approved Official Teacher's Load

16. Served as chairman of special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program, and discharged the work efficiently. It must be supported with the following documents:

- i. Certification
- ii. Corroboration (At least five (5), duly certified)
- iii. Appointment
- iv. Accomplishment report
- v. Output of the Committee

17. Initiated or headed an educational research activity duly approved by educational authorities (Schools Division Superintendent) either for improvement of instruction, for student development or teacher welfare; for participation as member of such activity. An action research, should not be a Thesis for the Masters Program. It must be supported with the following documents:

- i. Certifications as required in unnumbered Regional Memorandum on Intensifying Research in Schools issued on March 2, 2015 (*with attached approved proposal duly signed by the school head and it should contain a work plan/ material to be used for its implementation*)
- ii. Research itself
- iii. Output of the Research
- iv. Research Report (Completed terminal report duly signed by SH, corroborated by teachers and noted by EPS)

18. Coordinator of community project or of a program of another agency or coordinator of rural service improvement activity for at least two (2) years. It must be supported with the following documents:

- i. Organizational/Barangay Resolution for the Designation
- ii. Progress report for two (2) years (before and after)
- iii. Approved Project Proposal
- iv. Impact Study (if Research-based)

19. Organized or managed an in-service activity or other similar activities at least on the school level (at least 3 days' duration). LAC sessions conducted for at least twenty four (24) hours (either continuous for three (3) days or cumulative within a semester) may also be credited. It must be supported with the following documents:

- i. Approved Training/LAC Design/Proposal by the Division
- ii. Memorandum showing the designation as chairman or member
- iii. Completion Report/ Attendance

20. Credited with meritorious achievement such as:

20.1 Trainer or coach to contestant who receive Top three (3) prizes (*must be supported with the certificate of recognition*)

20.2 Coach of athletes or team who won Top three (3) prizes *must be supported with the certificate of recognition*)

20.3 Coordinator of BSP or GSP activities. It must be supported with the following documents:

- i. Designation as Scout Coordinator
- ii. Approved Proposal of the Scouting Activity
- iii. Accomplishment Report
- iv. Commendation by authority

21. Authorship (Book or Article)- must be supported with the copy of the book/magazine/ publication where the article is written with the name of the authors.