



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

01 December 2025

DIVISION MEMORANDUM  
No. **850** s. 2025

**RECRUITMENT AND SELECTION OF APPLICANTS FOR 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 for the **Master Teacher II** vacant positions. 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)** in the recruitment and selection process.

| Position Title    | Plantilla Item No.            | Salary Grade | Monthly Salary | No. of Position/s | Place of Assignment (Plantilla) |
|-------------------|-------------------------------|--------------|----------------|-------------------|---------------------------------|
| Master Teacher II | OSEC-DECSB-MTCHR2-241113-1998 | 19           | P 56,390       | 1                 | Elementary 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. 020, s. 2024 (see attached Annex A)** properly labelled with ear tags and arranged according to the checklist per criterion at the Personnel Services Unit through the Records Section of this division on or before **December 10, 2025 until 5:00 o'clock in the afternoon.**

4. In the interest of fairness to all applicants and in strict adherence to the prescribed process, the **submission of documents and/or additional credentials after the deadline will not be accepted**, unless this Office specifically requests such submissions for verification purposes or officially announces an extension of

the recruitment process. Likewise, **applicants who fail to submit the complete mandatory requirements by the specified deadline shall not be included in the pool of official applicants.**

5. During the **deliberation process**, applicants are required to bring the **original copies and/or Certified True Copies (CTC)** of their submitted documents for validation. **Failure to present original or certified documents shall result in the nullification of the points** corresponding to the criteria those documents represent.

6. The qualification standards of the said positions are as follows:

| Prescribed Qualifications                |  |  |   |  |   |  |
|--|--|--|---|--|---|--|
| Position                                 | Education  | Trainings  | Experience  | Eligibility  | For internal applicants:  |  |
|  |  |  |   |  | Classroom Observable Indicators (COI)   | Non-Classroom Observable Indicators (NCOI)   |
| <b>Master Teacher II</b><br>(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 <b>and</b> 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 <b>and</b> 1 year relevant experience in instructional supervision and technical assistance to teachers | RA 1080, as amended (Teacher-Elementary/Secondary) | At least 10 Highly Proficient COIs at Outstanding   | At least 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding |
|  |  |  |   |  | <b>For external applicants and other non-teacher applicants:</b><br>At least a Very Satisfactory (VS) in the last three (3) immediately preceding rating periods, each covering one (1) year complete performance cycle |  |

7. The teachers' demonstration of **Classroom Observable Indicators (COIs)** shall be assessed through the conduct of a **classroom observation** (see the timeline

for the schedule) using the **Classroom Observation Tool (COT)**. The assessment shall focus on **COT Rubric Levels 4 to 8 (Highly Proficient)**, based on the following **Philippine Professional Standards for Teachers (PPST) Classroom Observable Indicators**:

| <b>For Master Teacher II</b> |       |       |       |       |
|------------------------------|-------|-------|-------|-------|
| 1.1.3                        | 1.4.3 | 2.3.3 | 3.2.3 | 5.1.3 |

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

| <b>ACTIVITY</b>   | <b>TIMELINE</b>      | <b>VENUE</b>  |
|---|----------------------|---|
| Deadline of Filing of application letter with complete supporting documents   | December 10, 2025    | Personnel Administration Services Unit / Records Unit   |
| Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)  | December 11-12, 2025 | Personnel Administration Services Unit                  |
| Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation   | December 15, 2025    | Office of the Assistant Schools Division Superintendent |
| Posting of the Initial Evaluation Results (IER)   | December 15, 2025    | DepEd Tayabas Bulletin Board, Website and Facebook Page |
| PPST COIs (Classroom Observation / Demonstration Teaching)  | January 5, 2026      | South Palale Elementary School                          |
| PPST NCOIs (Non-Classroom Observation / Assessment of Portfolio Annotations and BEI)  | January 6, 2026      | South Palale Elementary School                          |
| Submission of individual ratings of applicants, based on the scores they obtained in each criterion, to the <b>AO II</b> of the school where the vacancy exists | January 7, 2026      | South Palale Elementary School                          |
| Submission of Individual Ratings of applicants to HRMO / HRMPSB secretariat)  | January 8, 2026      | Personnel Administration Services Unit                  |
| HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)   | January 9, 2026      | Office of the Assistant Schools Division Superintendent |

|  |                  |   |
|--|------------------|---|
| Submission of CAR to the Appointing Authority  | January 9, 2026  | Office of the Schools Division Superintendent           |
| Conduct of Background Investigation<br><i>Note: Upon the Request of the Appointing Authority</i> | -                | -   |
| Posting of Comparative Assessment Results  | January 12, 2026 | DepEd Tayabas Bulletin Board, Website and Facebook Page |

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

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: As stated

References: DepEd Order 019, s. 2022  
DepEd Order 20, s. 2024

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

RSP  
MASTER TEACHER II

OSDS Personnel Unit – recruitment and selection of applicants for master teacher ii vacant position  
PERD309J-002166/December 10, 2025

**Annex A**

**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](http://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;

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.

**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 only**);

**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 number 6 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 number 6 of this memorandum**).

**In a separate folder, applicants must submit the following documents:**

**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 documents submitted by the applicants on the deadline of application shall serve as the basis for assessment during the conduct of the PPST NCOI. **These submitted documents will be forwarded to the Assessors on the day of the NCOI.** No additional Means of Verification (MOVs) shall be accepted or submitted on the day of the evaluation.

| PPST Non-Classroom Observable Indicators |       |       |       |       |
|--|-------|-------|-------|-------|
| 1.2.3                                    | 4.4.3 | 6.1.3 | 6.3.3 | 7.4.3 |