



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

18 December 2025

DIVISION MEMORANDUM  
No. **881** s. 2025

**INITIAL EVALUATION RESULTS (IER) OF APPLICANTS AND THE CONDUCT OF  
COI AND NCOI FOR MASTER TEACHER II VACANT POSITION  
(ELEMENTARY)**

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

1. With reference to **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)**, this Office releases the Initial Evaluation Results (IER) for the anticipated vacant positions.
2. The conduct of **PPST Career Stage-based Observations for Indicators (COI)** and **Non-Classroom Observations for Indicators (NCOI)** is scheduled as follows:

POSITION LEVEL	VENUE	DATE	
		PPST COI	PPST NCOI
Master Teacher II (Elementary)	South Palale Elementary School	January 5, 2026	January 6, 2026

3. The following enclosures are attached:
  - a. Enclosure 1 – composition of Observers and Assessors for the conduct of PPST COI and PPST NCOI
  - b. Enclosure 2 – Initial Evaluation Results (IER)
4. **For the composition of Assessors for the conduct of PPST NCOI**, please note that **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.

5. **Observers and assessors must not be related to the applicant** within the third degree of consanguinity or affinity. In such cases, they shall withdraw themselves, and an alternate observer or assessor shall be designated.
6. For information and guidance of all concerned.

For:

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

By:

**EDWIN R. RODRIGUEZ**  
Chief Education Supervisor – CID  
Officer-in-Charge

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

OSDS Personnel Unit – initial evaluation results (ier) of applicants and the conduct of coi and ncoi for master teacher ii vacant position (elementary)  
PERQBKKC-002233/December 18, 2025

**Enclosure 1**

**COMPOSITION OF THE OBSERVERS, ASSESSORS AND PROCTOR FOR THE  
CONDUCT OF CLASSROOM AND NON-CLASSROOM OBSERVABLE  
INDICATORS**

<b>MASTER TEACHER II (ELEMENTARY)</b> <b>South Palale Elementary School</b> <b>January 5, 2026 8:00 AM</b>			
<b>For PPST COIs (Classroom Observation / Demonstration Teaching)</b>			
<b>Observers</b>	<b>Name</b>	<b>Position Title</b>	<b>School/Office</b>
	ALONA C. CRISANTO	SP III	IPILAN-ALITAO ES
	JOY B. GO	SP IV	WPNHS
	INGRID A. PALAD	SP II	SPES

<b>MASTER TEACHER II (ELEMENTARY)</b> <b>South Palale Elementary School</b> <b>January 6, 2026 8:00 AM</b>			
<b>PPST NCOIs (Non-Classroom Observation/Portfolio Annotations and Behavioral Events Interview)</b>			
<b>Assessors</b>	<b>Name</b>	<b>Position Title</b>	<b>School/Office</b>
	CHERRY G. HUGO	SP II	BANHS
	MARY GRACE M. CABILI	SP II	DAPDAP IS
	RONAN R. RANILLO	SP III	TECS
<b>Proctor</b>	BLANCA C. CASTILLO	MT I	SPES



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**INITIAL EVALUATION RESULT (IER)**

**Position:** MASTER TEACHER II (Elementary)

**Salary Grade and Monthly Salary:** SG19 | P 56,390.00

**Qualification Standards:**

**Education** Master's Degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area

**Training** 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)

**Experience** 5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers

**Eligibility** RA 1080, as amended (Teacher-Elementary/ Secondary)

No.	Application Code	Education	Training		Experience		Eligibility	Remarks	
			Title	Hours	Details	Years		QS (Qualified or Disqualified)	Performance (Met or Not Met)
1	TAY-RSP-MT2-25-004	Bachelor of Secondary Education Major in English	Training-Workshop of Guidance Counselors and Designates on Strengthening Homeroom Guidance Implementation in Schools	24	High School Teacher	9 yrs. & 11 mos.	RA (1080) Teacher	Qualified	Met
		Master of Arts in Education Major in English	Enhanced School Heads Development Program 2.0 (E-SHDP 2.0)- Batch 3	52	Senior Education Program Specialist	4 yrs., 4 mos. & 28 days			
		Doctor of Philosophy in Educational Management							

No.	Application Code	Education	Training		Experience		Eligibility	Remarks	
			Title	Hours	Details	Years		QS (Qualified or Disqualified)	Performance (Met or Not Met)
2	TAY-RSP-MT2-25-005	Bachelor of Science in Secondary Education Major in History	Division Training-Workshop on the Use of Compendium of Teaching and Learning Resources for Filipino Sign Language (FSL)	40	Teacher I	18 yrs., 8 mos. & 28 days	RA (1080) Teacher	Qualified	Met
		Master of Arts in Education Major in Social Science	Human Resource Merit Promotion and Selection Board (HRMPSEB) Assessors Training: Deepening on Initial Evaluation and PPST Assessment- Batch 1	16	Master Teacher I	2 yrs., 11 mos. & 17 days			

Prepared and Certified Correct by:

**GRASIELA L. HERNANDEZ**

Administrative Officer IV/ HRMO II

Human Resource Management Officer

Date: 17 DEC 2025