



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

JULY 20, 2023

DIVISION MEMORANDUM

No. 287, s. 2023

**EVALUATION OF DOCUMENTS OF QUALIFIED APPLICANTS FOR SENIOR HIGH SCHOOL (SHS) MASTER TEACHER (MT) II, JUNIOR HIGH SCHOOL (JHS) MASTER TEACHER (MT) I AND ELEMENTARY SCHOOL MASTER TEACHERS (MTs) I AND II**

To: Assistant Schools Division Superintendent  
Chiefs of the Functional Divisions  
Section and Unit Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

- Relative to the selection and hiring of Senior High School (SHS) Master Teacher (MT) II, Junior High School (JHS) Master Teacher (MT) I and Elementary School Master Teachers (MTs) I and II, please be informed that this Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), shall commence the Evaluation of Documents of Qualified Applicants for SHS MT II, JHS MT I and ES MTs I and II beginning July 27, 2023.
- To assist the HRMPSB in the evaluation of documents, the following Sub-Committees are hereby organized:

<b>Sub-Committees</b>	<b>Composition</b>	<b>Position / Designation</b>
Team A (JHS MT I and SHS MT II)	Team Lead: Dr. John Ariel A. Lagura Members: Dr. Janet T. Butalid Mr. Joseph C. Barrete	CID Chief / HRMPSB Vice-Chair  EPSVR-EsP / Member EPSVR-EPP/TLE/TVL / Member
Team B (ES MT I - No. 1- 10)	Team Lead: Dr. Aquilino T. Milar Jr. Members: Dr. Beatriz E. Incog Dr. Elisa B. Geagonia	ADOF V / HRMPSB Member  EPSVR-Filipino / Member EPSVR-Mathematics / Member
Team C (ES MT I – No. 11-20)	Team Lead: Dr. Brendalou D. Arancana Members: Dr. Neolita S. Sarabia Mr. Alberto A. Lacang	HRMO / HRMPSB Member  EPSVR-LR / Member EPSVR-MAPEH / Member
Team D (ES MT I – No. 21-30)	Team Lead: Mrs. Michelle T. Sagaral Members: Mrs. Concepcion A. Tubal Dr. Aimee T. Amistoso	Accountant III / HRMPSB Member  EPSVR-Kinder / SpEd / Member EPSVR-English / Member



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Team E (ES MT II)	Team Lead: Mr. Ernesto Q. Alas-as Jr., CESE Members: Dr. Nenita S. Incog Dr. Cherry Michelle F. Collyer	OIC ASDS / HRMPSB Chair  EPSVR-AP / Member EPSVR-Science / Member
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3. Designated Team Leads shall serve as the HRMPSB Focal Person in each of the sub-committees. They shall ensure smooth and harmonious conduct of the evaluation and that the schedule is strictly followed, if possible.

4. Relative to the evaluation, the following Schedule of Activities shall be observed:

<b>Evaluation Schedule of Activities</b>	
July 27, 2023	Re-orientation of Applicants and Human Resource Merit Promotion and Selection Board (HRMPSB) and Sub-Committee Members on MEC Order No. 10, s. 1979 titled Implementing Rules and Regulations for the System of Career Progression for Public School Teachers and DO No. 3, s. 2016 titled Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017
July 28 & 31, 2023	Initial Evaluation and Assessment of Documents by the Human Resource Management Office (HRMO)
August 1-2, 2023	Issuance of Initial Evaluation Results (IER) to applicants
	Submission to HRMPSB Secretariat of IER
	Posting of IER
August 3-4, 2023	Conduct of Comparative Assessment of Applicants and Open Ranking by the HRMPSB
August 8, 2023	Presentation of Initial Results
August 9, 2023	Consolidation and preparation of Comparative Assessment Results (CAR)
August 10, 2023	Submission of duly signed CAR by the HRMPSB to the Schools Division Superintendent (SDS)
August 11, 2023	Review and approval of the CAR by the SDS
August 14-23, 2023	Posting of CAR

9. For questions and clarifications please contact Brendalou D. Arancana MPA, REA, JD at 09207103707 or email at [brendalou.arancana@deped.gov.ph](mailto:brendalou.arancana@deped.gov.ph).

10. Immediate and wide dissemination of this Memorandum is directed.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/EQA/ATM/hrmpsb



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