



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

Office of the Schools Division  
Superintendent

January 23, 2024

DIVISION MEMORANDUM

No. 052, s. 2024

**ACCEPTANCE OF APPLICATION FOR MASTER TEACHER I & II (JUNIOR HIGH SCHOOL), SPECIAL EDUCATION TEACHER I & III**

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

1. This Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), is now accepting applications for Master Teacher I, II (Junior High School) and Special Education Teacher I & III
2. For the guidance of all concerned, the following are the minimum Qualification Standards (QS) set by the Civil Service Commission for the abovementioned vacant positions to wit:

Position Title (Parenthetical Title, if applicable)	Qualification Standards				
	SG	Education	Training	Experience	Eligibility
Master Teacher I (Junior High School)	18	Bachelor's degree in education or its equivalent or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	4 hours of relevant training	1 year of relevant experience	RA 1080 (Teacher)
Master Teacher II (Junior High School)	19	Bachelor of Secondary Education (BSED); or Bachelor's degree plus 18 professional units in	4 hours relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)

		Education with appropriate major; and 24 units for a Master's degree in Education or it's equivalent			
Special Education Teacher I	14	Bachelor's degree in Education with specialization in Special Education	None required	None required	PBET/LE T/ Teacher
Special Education Teacher III	16	Bachelor's degree in Education with specialization in Special Education	4 hours of relevant training	2 years experience as Special Education Teacher	PBET/LE T/ Teacher

3. Interested applicants shall submit their applications in two (2) copies – one folder for the original copies and another folder for the certified photocopies supported with the following documentary requirements arranged in accordance with the sequence below on or before **February 12, 2024** to the Records Section of SDO-Tagbilaran City, Dampas District, Tagbilaran City, Bohol or email at [ernesto.alasas@deped.gov.ph](mailto:ernesto.alasas@deped.gov.ph).

- i. Letter of Intent addressed to the Schools Division Superintendent;
- ii. Duly accomplished updated Personal Data Sheet (PDS) / CS Form 212, Revised 2017 with Work Experience, Sheet, if applicable;
- iii. Clearance/s from previous employment, if applicable;
- iv. Photocopy of valid PRC License / ID, if applicable;
- v. Photocopy of Certificate of Eligibility / Rating, if applicable;
- vi. Photocopy of scholastic / academic record, such as but not limited to Transcript of Records (TOR) and Diploma including completion of graduate and post-graduate units / degrees, if applicable;
- vii. Photocopy of Certificates of Training, if applicable;
- viii. Photocopy of Certificates of Employment, Contract of Service, or duly signed Service Record, whichever is / are applicable;
- ix. Photocopy of latest Appointment, if applicable;
- x. Photocopy of Performance Ratings in the last three (3) rating periods, covering three (3) years of performance in the current / latest position prior to the deadline of submission, if applicable;
- xi. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 also known as Data Privacy Act of 2012, using the enclosed form (Annex D), notarized by authorized official
- xi. Other documents that are deemed necessary in support of the claims in any of the criterion for the said vacant positios:

4. For easier identification of application documents, all applicants are directed to use the following colored folders:



H. Zamora St., Dampas, Tagbilaran City, Bohol  
 (038)427-1702; (038)427-2506  
[tagbilarancity.division@deped.gov.ph](mailto:tagbilarancity.division@deped.gov.ph)



Positions Applied	Folder Color
Master Teacher I (Junior High School)	Red
Master Teacher II (Junior High School)	Pink
Special Education Teacher I	Blue
Special Education Teacher III	Green

5. Orientation for Applicants on above mentioned vacant positions on **MEC Order No. 10 s. 1979 Implementing Rules and Regulations for the System of Career Progression for Public School Teachers** and **DO.66, s. 2007 on Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions** will be scheduled on **January 31, 2024**. Venue will be at *Division of City Schools-Tagbilaran City* at 9:00 in the morning. Other schedules relative to the Selection Process will be issued in separate memorandum.

6. All pertinent documents must be properly labeled, paginated and fastened in a long folder in accordance with the sequence. Applicants signature shall be reflected at the left side of the page number in each and every document. The Human Resource Management Officer (HRMO) or the duly designated personnel who receives the applications shall also affix his / her signature at the right side of the page number immediately after validation and verification of the application documents.

7. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted as evidenced by the Omnibus Certification of Authenticity. Any violation shall automatically disqualify the applicant from the selection process.

8. Pursuant to the institutionalization of the Program for Meritocracy and Excellence in Human Resource Management (PRIME-HRM), SDO adheres to the Equal Opportunity Principle (EOP) wherein all qualified applicants, during recruitment, selection and placement are sourced using processes, procedures and tools that promote equal employment opportunity on the bases of merit, fitness and competence regardless of sex, gender, identity, age, civil status, religion, ethnic background, disability, political affiliation and others without discrimination of any kind.

9. For the guidance of all concerned, please see **Annex A – Composition of the Human Resource Merit Promotion and Selection Board (HRMPSB)**, **Annex B – Criteria and Points System for Senior High School Teacher II pursuant to DO No. 66, s. 2007**, **Annex C – Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV)**.

10. For questions and clarifications please contact **Dr. Brendalou D. Arancana, HRMO** at **0912345678** or email at [brendalouarancana@deped.gov.ph](mailto:brendalouarancana@deped.gov.ph) or **Mr. Ernesto Q. Alas-as Jr. CESE, Officer In-Charge (OIC), Office of the Assistant Schools Division Superintendent (ASDS), HRMPSB Chairperson** at **09667649831** or email at [ernesto.alasas@deped.gov.ph](mailto:ernesto.alasas@deped.gov.ph).

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

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

WDB/EQA/hrmpsb/ecc



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[tagbilarancity.division@deped.gov.ph](mailto:tagbilarancity.division@deped.gov.ph)

***Annex A – Composition of the Human Resource Merit Promotion and Selection Board (HRMPSB)***

<b>ERNESTO Q. ALAS-AS JR. CESE</b>	OIC-Assistant Schools Division Superintendent	HRMPSB Chairperson
<b>JOHN ARIEL A. LAGURA PhD</b>	Chief, Curriculum & Implementation Division	HRMPSB Member
<b>MAURINE C. CASTAÑO</b>	Chief, School Governance Operations Division	HRMPSB Member
<b>AQUILINO T. MILAR JR PhD</b>	Administrative Officer V	HRMPSB Member
<b>MICHELLE T. SAGARAL, CPA</b>	Accountant III	HRMPSB Member
<b>BRENDALOU D. ARANCANA, JD</b>	Administrative Officer IV	HRMPSB Member



**Annex B – Criteria and Points System for Special Education Teacher I & III  
pursuant to DO No. 66, s. 2007**

SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION	
CRITERIA	TEACHING AND RELATED TEACHING
<b>A. Performance Rating</b>	<b>35</b>
Performance Rating for the last 3 rating periods should be at least Very Satisfactory	Average of the numerical ratings multiplied by 35%
<b>B. Experience</b>	<b>5</b>
Experience must be relevant to the duties and functions of the position to be filled.	Every year given a point but not to exceed five (5) points
<b>C. Outstanding Accomplishments (Meritorious Accomplishments)</b>	<b>20</b>
a. Outstanding Employee Award	4
b. Innovations	4
c. Research & Development Projects	4
d. Publication/ Authorship	4
e. Consultant/Resource Speaker in Trainings/ Seminars	4
<b>D. Education</b>	<b>25</b>
• Complete Academic Requirements for Master's Degree	10
• Master's Degree	15
• Complete Academic Requirements for Doctoral Degree	20
• Doctoral Degree	25
<b>Training</b>	<b>5</b>
Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants	One Point every month of attendance but not to exceed five (5) points
Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:	
• District Level	1
• Division Level	2
• Regional Level	3
Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:	
• National Level	4
• International Level	5
Chair/Co-chair in a technical /planning committee	
• District Level	1
• Division Level	2
• Regional Level	3

• National Level	4
• International Level	5
E. Potential	5
1. Communication Skills	1
2. Ability to Present Ideas	1
3. Alertness	1
4. Judgment	1
5. Leadership Ability	1
F. Psycho-social Attributes	5
a. Human Relations	2
b. Decisiveness	2
c. Stress Tolerance	1
<b>TOTAL</b>	<b>100</b>

## CHECKLIST OF REQUIREMENTS

Name of Applicant:  
 Position Applied For:  
 Office of the Position Applied For:  
 Contact Number:  
 Religion:  
 Ethnicity:  
 Person with Disability: Yes ( ) No ( )  
 Solo Parents: Yes ( ) No ( )

Application Code:

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head Office or highest human resource officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/ Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	Photocopy of Latest Appointment, if applicable			
i.	Photocopy of Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			

k.	Other documents as may be required for comparative assessment, such as but not limited to:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

#### OMNIBUS SWORN STATEMENT

##### CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

##### DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.