



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
NO. 419, s. 2025

July 9, 2025

**ACCEPTANCE OF APPLICATION FOR THE POSITIONS OF
MASTER TEACHER I AND II**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
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), announces the acceptance of application for the positions of Master Teacher I and II.
2. Pursuant to **DepEd Order No. 19 s, 2025** titled "Amended Qualification Standards for Teacher I-III, Master Teacher I-IV, and School Principal Positions, and the Qualification Standards for the Newly Created Teacher IV-VII and Master Teacher V Positions", the new Minimum Qualification Standards for the said positions pursuant to Civil Service Commission may be found in the attached enclosure.
3. All interested applicants whether internal or external to DepEd, shall submit the following requirements needed for evaluation:
 - a. Letter of Intent addressed to the Schools Division Superintendent;
 - b. Duly accomplished updated Personal Data Sheet (PDS) / CS Form 212, Revised 2017 with Work Experience Sheet, if applicable;
 - c. Photocopy of Voter's ID and/or any proof of residency;
 - d. Photocopy of valid and updated PRC License / ID, if applicable;
 - e. Photocopy of Certificate of Eligibility / Report of Rating, if applicable;
 - f. 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;
 - g. Photocopy of Certificates of Employment, Contract of Service, or duly signed Service Record, whichever is / are applicable;
 - h. Photocopy of latest Appointment, if applicable;
 - i. Photocopy of Certificate/s of relevant specialized training or professional development programs, if any;
 - j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;



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- k. Photocopy of the required Performance Ratings **with at least Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of DepEd No. 020, s. 2024. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- l. 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 C-1);
- m. Other documents that are deemed necessary in support of the claims in any of the criterion for the said vacant positions:

4. Please see **Annex C-1** Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV).

5. Applicants must submit their pertinent documents to the **Records Section of the Division Office** on or before **July 31, 2025**. No additional documents shall be accepted after the deadline. Pertinent documents should be arranged and fastened in the prescribed color-coded folders to wit:


Positions Applied	Folder Color
Master Teacher I (Elementary)	green
Master Teacher I (Junior High School)	blue
Master Teacher II (Elementary)	orange
Master Teacher II (Junior High School)	yellow
Master Teacher II (Senior High School)	pink

6. For additional information on the hiring guidelines, kindly refer to **DepEd Order No. 020, s. 2024** titled “Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions.”

7. Other schedules related to the Selection Process will be issued in a separate memorandum.

8. This selection welcomes and gives equal employment opportunities to all. No applicants shall be discriminated against and/or denied access to opportunities for suitable employment.

9. For your information, guidance, and compliance.


 WILFREDA D. BONGALOS PhD, CESO V
 Schools Division Superintendent

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Position Title (Parenthetical Title, if applicable)	SG	Minimum Qualification Standards (QS)			
		<i>(As prescribed by the Civil Service Commission)</i>			
		Education	Training	Experience	Eligibility
Master Teacher I (Elementary)	18	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of o1 a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years;	5 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)
Master Teacher I (Secondary)			or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)		RA 1080, as amended (Teacher-Secondary)
Master Teacher II (Elementary)	19	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of o1 a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years;	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher-Elementary/Secondary)
Master Teacher II (Secondary)			or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)		RA 1080, as amended (Teacher-Secondary)



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Position Title (Parenthetical Title, if applicable)	SG	Minimum Qualification Standards (QS)			
		<i>(As prescribed by the Civil Service Commission)</i>			
		Education	Training	Experience	Eligibility
Master Teacher II (Senior High School Master II - Academic Track and Core Subjects)	19	Master's degree in relevant strand/subject plus 18 professional units in Education	24 hours of training in any of o1 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 experience in teaching in relevant strand/subje ct and 1 year experience in intrusional supervision and technical assistance to teachers	RA 1080 as amended (Teacher- Secondary) for permanent None required for provisional ¹ and contratual appointments ¹ <i>must pass the LET within 5 years after the date of first hiring</i>



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