



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

**Office of the Schools Division  
 Superintendent**

January 6, 2026

DIVISION MEMORANDUM  
 No. 018, s. 2026

**ACCEPTANCE OF APPLICATION FOR THE POSITIONS OF SCHOOL PRINCIPAL II  
 (SECONDARY) AND  
 MASTER TEACHER I & II**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Administrative Officer V  
 Elementary and Secondary School Heads  
 Applicants  
 All Other Concerned

- This Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the acceptance of application for the positions of School Principal II (Secondary) and Master Teacher I & II.
- For the guidance of all interested applicants, below is the Minimum Qualification Standards for the said vacant position pursuant to Civil Service Commission.

Position Title (Parenthetical Title, if applicable)	SG	Minimum Qualification Standards (QS) (As prescribed by the Civil Service Commission)			
		Education	Experience	Training	Eligibility
Master Teacher I (Elementary)	18	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	5 years teaching experience	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;	RA 1080, as amended (Teacher-Elementary/Secondary)
Master Teacher I (Secondary)				Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	



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Position	SG	Education	Experience	Training	Eligibility
Master Teacher II (Elementary)	19	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	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;	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)
Master Teacher I (Senior High School Master I-Academic Track and Core Subjects)	18	Master's degree in relevant strand/subject plus 18 professional Education	5 years experience in teaching or industry work in relevant strand/subject	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;	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Master's degree in relevant strand/subject		or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	None required for provisional <sup>1</sup> and contractual appointments <sup>1</sup> must pass the LET within 5 years after the date of first hiring
Master Teacher II (Senior High School Master II-Academic Track and Core Subjects)	19	Master's degree in relevant strand/subject plus 18 professional Education	5 years experience in teaching in relevant strand/subject and 1 year experience in instructional supervision and technical assistance to teachers	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;	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Master's degree in relevant strand/subject		or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	None required for provisional <sup>1</sup> and contractual appointments <sup>1</sup> must pass the LET within 5 years after the date of first hiring
Master Teacher I (Senior High School Master I-Arts and Design Track)	18	Master's degree in Music, Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion design, or	5 years relevant experience in teaching or industry work in any of the following fields: Music, Arts, Fine Arts, Interior Design, Architecture, Theatre, Performing Arts,	24 hours of relevant training in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses under relevant strand/subject and 8 hours of training in Instructional Supervision	RA 1080, as amended (Teacher-Secondary) for permanent appointments  None required for provisional <sup>1</sup>

Position	SG	Education	Experience	Training	Eligibility
		<p>Photography, or other allied courses plus 18 professional units in Education</p> <p>Master's degree in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Literature, or Fashion Design, or Photography, or other allied courses</p>	<p>Media Arts, Literature, Fashion Design, Photography, or other allied fields</p>	<p>acquired within the last 5 years;</p> <p>or</p> <p>Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)</p>	<p>and contractual appointments</p> <p><sup>1</sup>must pass the LET within 5 years after the date of first hiring</p>
<p>Master Teacher II (Senior High School Master I-Arts and Design Track)</p>	19	<p>Master's degree in Music, Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, Fashion design, or Photography, or other allied courses plus 18 professional units in Education</p> <p>Master's degree in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Literature, or Fashion Design, or Photography, or other allied courses</p>	<p>5 years relevant experience in teaching or industry work in any of the following fields: Music, Arts, Fine Arts, Interior Design, Architecture, Theatre, Performing Arts, Media Arts, Literature, Fashion Design, Photography, or other allied fields</p>	<p>24 hours of relevant training in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design , or Photography, or other allied courses under relevant strand/subject and 8 hours of training in Instructional Supervision acquired within the last 5 years;</p> <p>or</p> <p>Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)</p>	<p>RA 1080, as amended (Teacher-Secondary) for permanent appointments</p> <p>None required for provisional<sup>1</sup> and contractual appointments <sup>1</sup>must pass the LET within 5 years after the date of first hiring</p>
<p>Master Teacher I (Senior High School Master I-Technical Vocational Track (TVL))</p>	18	<p>Master's Degree in relevant fields (s) under the strand/ area of specialization plus 18 professional units in Education</p> <p>Master's degree in relevant field (s) under the strand/area of specialization</p>	<p>5 years experience in teaching or industry experience in relevant strand/area of specialization</p>	<p>National Certificate NC II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course (s) in the area of specialization;</p> <p>Or</p> <p>Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)</p>	<p>RA 1080, as amended (Teacher-Secondary) for permanent appointments</p> <p>None required for provisional<sup>1</sup> and contractual appointments <sup>1</sup>must pass the LET within 5 years after the date of first hiring</p>

Position	SG	Education	Experience	Training	Eligibility
Master Teacher II (Senior High School Master Teacher II- Technical Vocational Track (TVL))	19	Master's Degree in relevant fields (s) under the strand/ area of specialization plus 18 professional units in Education	5 years experience in teaching or industry experience in relevant strand/area of specialization; and 1 year experience in instructional supervision and technical assistance to teachers	National Certificate NC II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course (s) in the area of specialization;  Or  Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Master's degree in relevant field (s) under the strand/area of specialization			None required for provisional <sup>1</sup> and contractual appointments <sup>1</sup> must pass the LET within 5 years after the date of first hiring
School Principal II (Secondary)	20	Master's degree in Education, or Educational Management, or Educational Leadership; or  Master's degree in relevant learning area with at least 12 units in Management	5 years teaching experience and 2 years experience in school management and operations	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)

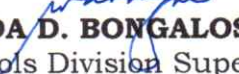
3. All interested applicants whether internal or external to DepEd, shall submit the following requirements needed for evaluation:

- a. Letter of Intent addressed to the Schools Division Superintendent;
- b. Duly accomplished updated Personal Data Sheet (PDS) / CS Form 212, Revised 2025 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;
- 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);

1. 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 **January 20, 2026**. 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 (Secondary)	
Master Teacher II (Elementary)	orange
Master Teacher II (Secondary)	
Master Teacher I (Senior High School Master I-Academic Track and Core Subjects)	pink
Master Teacher I (Senior High School Master I-Academic Track and Core Subjects)	
Master Teacher I (Senior High School Master I-Arts and Design Track)	yellow
Master Teacher II (Senior High School Master I-Arts and Design Track)	
Master Teacher I (Senior High School Master I-Technical Vocational Track (TVL))	blue
Master Teacher II (Senior High School Master I-Technical Vocational Track (TVL))	
School Principal II (Secondary)	white

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. Expenses relative to the conduct of the said activity are chargeable to Division MOOE subject to the usual auditing rules and regulations.
10. Wide dissemination of this Memorandum is desired. For information, guidance, and compliance.

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

WDB/QSDS/JAAL/ecc



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