



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

March 7, 2022

**DIVISION MEMORANDUM**

No. 058, s. 2022

**SUBMISSION OF DOCUMENTS FOR PERPETUAL RANK LIST OF MASTER  
TEACHER POSITIONS FOR SECONDARY AND ELEMENTARY LEVELS**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools

1. The submission of documents on the Perpetual Rank list for Master Teacher Positions is now open.

<b>Vacant Position</b>	<b>Salary Grade</b>	<b>Station</b>
Master Teacher I	18	District of Dao
Master Teacher II	19	District of Dao
Master Teacher II	19	District of Maayon
Master Teacher I	18	District of Panitan
Master Teacher I	18	District of Pilar
Master Teacher II	19	District of Pilar
Master Teacher II	19	Capiz NHS (English)
Master Teacher I	18	Capiz NHS (Science)

2. Applicants should meet the following minimum qualification standard: *MEC Order No. 10 s. 1979*

<b>Position</b>	<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Eligibility</b>
<b>Master Teacher I</b> (Elementary)	Bachelor of Elementary Education; or Bachelor's degree with 18 professional education units and 18 units for a Master's Degree in Education or its equivalent	At least 3 years teaching experience	-	RA 1080 (Teacher)
<b>Master Teacher II</b> (Elementary)	Bachelor of Elementary Education; or Bachelor's degree with 18 professional education units and 24 units for a Master's Degree in Education or its equivalent	1 year as Master Teacher I; or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher)
<b>Master Teacher I</b> (Secondary)	Bachelor of Secondary Education; or Bachelor's degree with 18 professional education units with appropriate major; and 18 units for a Master's Degree in Education or its equivalent	At least 3 years teaching experience	-	RA 1080 (Teacher)
<b>Master Teacher II</b> (Secondary)	Bachelor of Secondary Education; or Bachelor's degree with 18 professional education units with appropriate major; and 24 units for a Master's Degree in Education or its equivalent	1 year as Master Teacher I; or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher)

3. Interested qualified applicants (*regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, and physical circumstances*) who met the basic requirements for the above-mentioned positions should submit the following documents in a properly-labelled folder to the **Schools Division Office, c/o the Office of the Administrative Officer IV (Personnel)** on or before 5:00 o'clock in the afternoon of **March 11, 2022**:

3.1 Application letter (Addressed to the Schools Division Superintendent)

3.2 Personal data Sheet (CS Form 212)

Photo copies of:

3.2.1. Updated Service Records

3.2.2. Performance Rating for the last three (3) years

3.2.3. Transcript of Records/Special Order

3.2.4. Latest Appointment

3.2.5. Certificate Attesting Outstanding

Accomplishments/Awards/Recognition Received

3.2.6. Certificates of Relevant Training attended

3.2.7. Certificates of Eligibility/Eligibility Rating

3.2.8. Other documents relevant to the position applied for

4. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to **March 10, 2022**. Only documents that were submitted on or before the deadline will be considered. Thus, no additional or new documents will be accepted during the deliberation and evaluation process except for those determined by the PSB that are needed for the verification and validation of the initially-submitted documents.

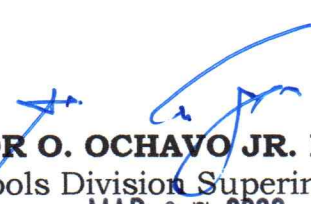
5. An Omnibus Sworn Certification of the applicants stating that all documents submitted are authentic copy of the original, complete and all statements therein are true and correct must be attached. As well as original documents must be presented during the evaluation and deliberation process for verification purposes.

6. The evaluation of documents will be scheduled on a **separate issuance**.

7. Applicants with special needs (e.g., PWD) should submit letter request for any assistance that they might need during the evaluation and ranking process.

8. Expenses relative to the conduct of this ranking activity shall be charged against Division MOOE fund, subject to the usual accounting and auditing rules and regulations.

9. Immediate dissemination of this Memorandum is desired.

  
**SALVADOR O. OCHAYO JR. EdD, CESO V**  
Schools Division Superintendent  
MAR 07 2022

*sdo/admin*

References: MEC Order No. 10 s. 1979;  
To be indicated in the Perpetual Index  
under the following subject:

PERSONNEL

HRMPSB

TEACHERS



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph