



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

May 25, 2023

**DIVISION MEMORANDUM**

No. 238, s. 2023

**CORRECTION AND ADDITIONAL INFORMATION TO SCHOOLS DIVISION  
MEMORANDUM NO. 234, S. 2023 TITLED, "SUBMISSION OF APPLICATION FOR  
VACANT MASTER TEACHER POSITIONS"**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads, Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Relative to Schools Division Memorandum No. 234, s. 2023 titled, "**Submission of Application for Vacant Master Teacher Positions**", please be informed that the vacant Master Teacher I positions of **Jose Diva Avelino Jr. NHS** are one in Mathematics and one in Science. Further, **Sapian NHS** has one vacant Master Teacher 1 position in Araling Panlipunan instead of Science.
2. All other provisions of Schools Division Memorandum No. 234, s. 2023 remain in effect.
3. Immediate dissemination of this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Enclosure: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects

SUBMISSION

GUIDELINES

MASTER TEACHER



Address: Banica, Roxas City  
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osds/admin



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

May 22, 2023

DIVISION MEMORANDUM

No. **234**, s. 2023

**SUBMISSION OF APPLICATION FOR VACANT MASTER TEACHER POSITIONS**

To: OIC- Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors/Public Schools District Supervisors  
Heads, Public Elementary, Integrated & Secondary Schools  
All Others Concerned

1. This Office announces the submission of application for the vacant Master Teacher I and II positions listed in Enclosure No. 1 of this Memorandum.
2. The qualification standards, list of documentary requirements and criteria/ evaluation sheet are found in Enclosures No. 2, 3 and 4 respectively.
3. Espousing the principles of merit, fitness for the job and equal opportunity, this Office highly encourages interested & qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class and political affiliation, or other similar factors/ personal circumstances whether internal or external to DepEd to apply. Applicants with disabilities or special needs are encouraged to inform the Human Resource Officer upon submission of application so that provisions will be given/ facilitated for them.
4. DepEd Order No. 19, s. 2022 titled *The Department of Education Merit Selection Plan*, DepEd Order No. 7, s. 2023 titled *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, and MEC Order No. 10, s. 1979 titled *Implementing Rules and Regulations for the System of Career Progression for Public School Teachers* will be the bases for ranking of applicants.
5. All applicants are requested to access the division online registration and fill in the required information through this link (<https://bit.ly/SDOCAPIZMTApplication>).
6. Applicants must submit a folder containing the complete documentary requirements indicated in Enclosure No. 3. The front cover of the folder should contain the following information:
  - Applicant's Name
  - Contact number
  - Present position
  - Email address
  - School assignment
  - District
  - Position applied for



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All documents must be arranged & properly labelled with tabbing in a color-coded folder such as,

- *Elementary applicant for Master Teacher I- Yellow*
- *Elementary applicant for Master Teacher II- Green*
- *Secondary applicant for Master Teacher I- Blue*
- *Secondary applicant for Master Teacher II- Red*

7. Application documents for Master Teacher positions must be submitted to the Division Office c/o the Human Resource Management Office and shall be accepted until **May 30, 2023 at 5:00 pm** only. Applicants who failed to submit complete documentary requirements listed in **Enclosure No.3** on the set deadline shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.

8. Applicants are requested to visit the link <https://bit.ly/SDOCAPIZIER>, to check if they are Qualified or Disqualified and get their **application code** to ensure objectivity and integrity of the process and to protect the identity of applicants when posting the results.

9. The evaluation of documents for secondary & elementary level is scheduled on June 15 & 16, 2023.

For Elementary Master Teacher II – June 15, 2023 (8:30- 12:00 nn)

For Elementary Master Teacher I – June 15, 2023 (1:00- 5:00 pm)

For Secondary Master Teacher II- June 16, 2023 (8:30- 12:00 nn)


For Secondary Master Teacher I- June 16, 2023 (1:00- 5:00 pm)

10. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

11. Applicants are enjoined to strictly observe these guidelines in the submission of documents relative to the filling up of vacant positions.

12. Expenses of the HRMPSB relative to the evaluation of documents, deliberation, and preparation of Comparative Assessment Result, shall be charged against Division Funds subject to the usual accounting and auditing rules and regulations.

13. For information dissemination.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: DO 19, s. 2022  
DO 7, s. 2023  
MEC Order No. 10, s. 1979

To be indicated in the Perpetual Index  
Under the following subjects

QUALIFICATION  
VALIDATION

ELEMENTARY  
SUBMISSION

SECONDARY  
GUIDELINES

MASTER TEACHER



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Enclosure 1 to SDM No. 234 s, 2023

**LIST OF VACANT MASTER TEACHER POSITIONS**

LEVEL	POSITION	SALARY GRADE	MONTHLY SALARY	NO. OF ITEMS	PLACE OF ASSIGNMENT
ELEMENTARY	MASTER TEACHER I	SG-18	46,725	2	DISTRICT OF DAO
				3	DISTRICT OF DUMALAG
				1	DISTRICT OF DUMARAO
				2	DISTRICT OF IVISAN
				1	DISTRICT OF JAMINDAN
				1	DISTRICT OF MAAYON
				2	DISTRICT OF MAMBUSAO WEST
				1	DISTRICT OF MAMBUSAO EAST
				1	DISTRICT OF PANAY
				1	DISTRICT OF PANITAN
				1	DISTRICT OF PILAR
				4	DISTRICT OF PONTEVEDRA
				1	DISTRICT OF SAPIAN
				1	DISTRICT OF SIGMA
	1	DISTRICT OF TAPAZ WEST			
	1	DISTRICT OF TAPAZ EAST			
	MASTER TEACHER II	SG-19	51,375	2	DISTRICT OF JAMINDAN
				1	DISTRICT OF MAMBUSAO WEST
				1	DISTRICT OF MAMBUSAO EAST
				1	DISTRICT OF PONTEVEDRA
1				DISTRICT OF SAPIAN	
1				DISTRICT OF TAPAZ EAST	

LEVEL	POSITION	LEARNING AREA	SALARY GRADE	MONTHLY SALARY	NO. OF ITEMS	PLACE OF ASSIGNMENT
SECONDARY	MASTER TEACHER I	ENGLISH	18	46,725	1	CAPIZ NATIONAL HIGH SCHOOL
		MATH			2	
		AP			1	
		SCIENCE			1	
		MAPEH			1	IVISAN NHS
		MATH			1	COMMISSIONER LUIS ASIS NHS
		SCIENCE			1	COL. PATROCINIO ARTUZ NHS
		ENGLISH			1	DUMALAG NHS
		FILIPINO			1	ESTEFANIA MONTEMAYOR NHS
		MATH			1	JOSE DIVA AVELINO JR. NHS
		MATH			1	
	SCIENCE	1	SAPIAN NHS			
	MASTER TEACHER II	MAPEH	19	51,375	1	CAPIZ NATIONAL HIGH SCHOOL
		ENGLISH			1	
		SCIENCE			1	MAAYON NATIONAL HIGH SCHOOL
					1	DAVID MOISES NATIONAL HIGH SCHOOL
TLE		1				



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Enclosure 2 to Division Memo No. 234, 2023

**APPROVED CSC QUALIFICATION STANDARD (QS)**

POSITION	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
MASTER TEACHER - I	<p><b>Elementary:</b></p> <p>Bachelor of Elementary Education (BEED) or Bachelor's degree with 18 professional education units and 18 units for a Master's degree in Education or its equivalent</p> <p><b>Secondary:</b></p> <p>Bachelor of Secondary Education (BSED): or Bachelor's degree with appropriate major and 18 units for a Masters' Degree in Education or its equivalent</p>	None	At least 3 years teaching experience	RA 1080 (Teacher)
MASTER TEACHER - II	<p><b>Elementary:</b></p> <p>Bachelor of Elementary Education (BEED) or Bachelor's degree with 18 professional education units and 24 units for a Master's degree in Education or its equivalent</p> <p><b>Secondary:</b></p> <p>Bachelor of Secondary Education (BSED): or Bachelor's degree with appropriate major and 24 units for a Masters' Degree in Education or its equivalent</p>	4 hours of relevant training	At least 1 year as Master Teacher 1	RA 1080 (Teacher)



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Enclosure No. 3 to Division Memorandum No. **234**s, 2023

**CHECKLIST OF REQUIREMENTS** Annex C

**Name of Applicant:** \_\_\_\_\_ **Application Code:** \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office of the Position Applied For: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission <i>(To be filled out by the applicant. Check if submitted.)</i>	Verification <i>(To be filled out by the HRMO/ HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complete)</i>	Remarks
a. Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
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 the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, 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 (Annex C)			
k. Other documents as may be required for comparative assessment, such as but not limited to: 1. Photocopy of Voter's ID and/or proof of residency 2. 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 3. 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			

Attested:

**MA. SHARON S. BARRIENTOS**  
 \_\_\_\_\_  
 Administrative Officer IV (HRMOII)

**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.



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Enclosure 3 to SDM No. 234, 2023

**ADDITIONAL DOCUMENTS REQUIRED FOR APPLICATION TO MASTER  
TEACHER (ELEM & JUNIOR HIGH SCHOOL) POSITIONS AS INDICATED IN  
MEC ORDER NO. 10, S. 1979**

**Basic Requirements for Master Teacher position:**

- Performance rating for the last three rating periods (at least VS)
- Copy of Teacher's Program showing number of minutes of regular teaching load
- Copy of School Form- 7 (for Junior High School)



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Enclosure No. 4 to Division Memorandum No. 234 s, 2023



**Republic of the Philippines**  
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**SCHOOLS DIVISION OF CAPIZ**  
 Banica, Roxas City

**EVALUATION SHEET FOR MASTER TEACHER POSITION**

Name: \_\_\_\_\_ School/District: \_\_\_\_\_  
 Position: \_\_\_\_\_ Date of Last Promotion: \_\_\_\_\_

**I. BASIC REQUIREMENTS**

- A. Educational Qualification \_\_\_\_\_
- B. Civil Service Status Eligibility \_\_\_\_\_
- C. Ratings (for the last 3 years) \_\_\_\_\_
- D. No. of years of Teaching \_\_\_\_\_
- E. Teaching Load (No. of Minutes) \_\_\_\_\_

CREDIT POINTS	Documents Required (Must show all or 0)	Document is			Points earned
		Present		Absent	
		Valid	Not Valid		
<b>A. Introduced: (20 points) has been adopted by the school or district</b>	A-1 Curriculum Instructional Materials	A.1.1 Copy of Materials prepared			
		1.2 Certification signed by the PSDS/ Secondary SH that such candidate prepared the materials and were utilized by the teachers-eff 2021			
		1.3 Certificate of recognition signed by the SDS (effective 2021) facilitated by the SH			
	A-2 Effective teaching techniques or strategies	A.2.1 Proof showing introduction of effective teaching techniques or strategies and utilized by the school or district signed by the PSDS/Secondary SH			
		2.2 Certificate of recognition for the introduction of effective teaching techniques or strategies signed by the SDS eff. 2021			
	A-3 Simplification of Work	A-3.1 Proof showing simplification of work adopted by the school or district duly signed by the PSDS/Secondary SH			
		2.3 Certificate of recognition for the simplification of work signed by the SDS eff 2021			
	A-4 Worthwhile Income Generating Project	A-3.1 Certificate of recognition/citation signed by the SDS eff. 2021			
	<i>Worthwhile - done for the learners and with direct impact on KPIs</i>	3.2 Narrative report on this income generating project duly attested by PSDS/Sec SH			
		3.3 Income statement duly attested by PSDS/Sec SH			
		3.4 Copy of project proposal approved by the SDS (effective 2021)			
	<i>Note: An income generating project on green revolution not recognized by the Division Office but with other supporting papers maybe credited in letter C for 12 points</i>				
<b>B. Served as: (12 points)</b>	B-1 Subject Coordinator (at least 1 year)	B-1.1 Designation signed by SH attested by the PSDS for elementary/Sec. SH for secondary eff. 2021			
		1.2 Report of accomplishments attested by PSDS/Secondary SH			
		1.3 Certification as school/district/secondary school coordinator stating inclusive date of service signed by PSDS/Secondary SH			
	B-2 As Grade Chairman (with at least 6 members & at least 1 year)	B-2.1 Designation signed by SH attested by the PSDS for elementary/Sec. SH for secondary			
		2.2 Report of accomplishments attested by PSDS/Secondary SH			
		2.3 Certification as grade chairman stating inclusive date of service signed by PSDS/Secondary SH			



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CREDIT POINTS	Documents Required	Present		Absent	Points earned
		Valid	Not Valid		
	2.4 List of members under the chairmanship signed by the SH				
B-3 As Org/Club Adviser (for at least 2 years)					0
	B-2.1 Designation signed by SH attested by the PSDS for elementary/Sec. SH for secondary eff 2021				
	3.2 Report of accomplishments attested by School Head				
	3.3 Certification as club adviser signed by the School Head stating inclusive dates of service				
	3.4 List of officers duly attested by SH				
C. Served as: (12/7 points)	C-1 Chairman of Special Committee to Prepare Instructional Materials (for participation as member-7 pts.)				
	C-1.1 Designation signed by SH attested by the PSDS for elementary/Sec. SH for secondary eff 2021				
	1.2 Certification as chairman stating inclusive date of service signed by PSDS/Secondary School Head eff 2021				
	1.3 List of members of the committee duly certified by the SH				
	1.4 Sample of instructional materials prepared, signed by the candidate and noted by the SH				
	C-2 Chairman to Prepare Intermediate School Program (Schedule of Intermediate Classes, District Action Program)				
	C-2.1 Designation signed by SH attested by the PSDS for elementary/Sec. SH for secondary eff 2021				
	2.2 Copy of school program/action program prepared duly attested by the SH				
	2.3 List of members of the committee duly attested by the SH				
	C-3 Chairman to Prepare Test - 12 pts. Members - 7 pts.				
	C-3.1 Designation signed by SH attested by the PSDS for elementary/Sec. SH for secondary eff 2021				
	3.2 Copy of test prepared, duly attested by SH				
	3.3 Report of Findings/Item Analysis signed by candidate and Noted by the SH effective 2021				
	3.4 Certification as chairman/member, duly attested by the SH				
D. Initiated/Headed an Educational Research Including Action Research (12/7 points) Member - 7 pts.	for improvement of instruction, for community development or teacher welfare				
	D-1.1 Copy of Research proposal duly approved by SDS				
	1.2 Copy of the completed research work duly approved by the SDS (effective 2021)				
E. Coordinator of a Community Project (12/7 points)					
	E-1.1 Certification as coordinator of a community project indicating inclusive years (at least 2 years) signed by barangay captain or head of agency and attested by PSDS/SH eff 2021				
	1.2 Report of accomplishments attested by barangay captain or authorized official and noted by the PSDS or SH eff 2021				
	1.3 List of officials where the name appears duly attested by the barangay captain or school head				
F. Organized/Managed an In-Service Activity (12/7 points)					
	F-1.1 Designation to conduct in-service training in school signed by the SH				
	1.2 Certificate of attendance to a seminar or training prior to the school seminar conducted by DECS only, (if not conducted by DECS, submit authority to attend)				
	1.3 Program of activities showing role of candidate (Facilitator receives no credit)				
G-1 Trainer or Coach (10 points)	highest level only				
	National Winner - 10 pts.				
	G-1.1 Designation as coach/trainer				
	Regional Winner - 5 pts.				
	1.2 Copy of awards or proof of awards received by contestant				
	Division Winner - 3 pts.				
	1.3 Certification as coach/trainer with the name of the contestant, level of contest, date, venue and prize received, whether 1st, 2nd or 3rd, signed by school head and officiating official concerned eff 2021				
	District Winner - no credit				
G-2. Awards	highest level only				



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CREDIT POINTS	Documents Required	Present		Absent	Points earned
		Valid	Not Valid		
National Awards - 10 pts.	G-2.1 Copy of award received by the candidate or certification signed by proper school officials				
Regional Award - 5 pts.					
Division Award - 3 pts.					
<i>Note: * Certificates of appreciation or recognition for service of short time duration such as those received for service rendered in in-service training programs are NOT credited.</i>					
H. Authorship (10 pts.)	At least region-wide circulation	H-1.1 Certification signed by the SH that the candidate wrote the article in a certain magazine, date of issue, page it appeared eff 2021			
		1.2 Draft of the article, signed by the SH prior to the date of publication (eff 2021)			
		1.3 Copy of magazine where the article appeared			
I. Demonstration Teacher	This is a basic requirement- no points allotted	1.1 Certification as demonstration teacher duly attested by PSDS/principal			
		1.2 Copy of lesson plan duly attested by PSDS and principal or Division Supervisor			
<b>TOTAL POINTS</b>					

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

MA. LUNIE B. SAMPANI CPA, MPA  
 Chairperson  
 OIC-Assistant Schools Division Superintendent



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