



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

December 4, 2023

DIVISION MEMORANDUM

No. **632**, s. 2023

RECRUITMENT OF APPLICANTS FOR THE VACANT MASTER TEACHER POSITIONS

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

1. This office announces the recruitment and selection of applicants 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 Enclosure 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 Management Officer of their condition upon submission of their application so that provisions could be given/facilitated for them.
4. Only those applicants who met the minimum Qualification Standards shall proceed to further assessment/evaluation as stipulated in DepEd Order No. 19, s. 2023 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 Schools Teachers*.
5. Interested qualified applicants may submit their application letter and photocopy of the required documents, in blue folder for secondary and yellow folder for elementary applicants, with table of contents and tabbing at the side of the documents, addressed to **MIGUEL MAC D. APOSIN EdD, CESO V**, Schools Division Superintendent, Schools Division of Capiz, through the Office of the **Administrative Officer IV (Personnel)** on or before **4:00 o'clock in the afternoon of December 13, 2023** to wit:



Address: Banica, Roxas City
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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- a. Letter of intent addressed to the Schools Division Superintendent;
- b. Duly accomplished Personal data Sheet (PDS) (CS Form 212 Revised 2017) and worksheet;
- c. Photocopy of valid and updated PRC License/ID;
- d. Photocopy of Certificate of Eligibility/Report of Rating;
- 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/degree, if applicable;
- 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;
- i. Photocopy of Performance Rating for the last 3 rating periods (at least VS)
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and the Data Privacy Consent Form (Annex C) notarized by authorized official; and
- k. Other documents as may be required for comparative assessment purposes, as indicated in MEC Order No. 10, s. 1979:
 1. **Copy of Teacher's Program showing number of minutes of regular teaching load**
 2. **Copy of School Form-7 (for secondary only)**
 3. Copy of documents for the Creditable Points for **LEADERSHIP, POTENTIAL, and ACCOMPLISHMENTS** of Mater Teacher Position.

Applicants who failed to submit the complete documentary requirements (Items 5. a to k. 3) on the set deadline shall not be included in the pool of official applicants. No new or additional documents will be accepted after the deadline.

6. All applicants are required to register and encode pertinent information using the link (<https://bit.ly/SDOCAPIZMTApplication>). While to check if they are Qualified or Disqualified and get their **application code**, applicants are requested to visit the link <https://bit.ly/SDOCapizMT-IER>. The unique application code will be used in the entire duration of the hiring process to protect the identity of applicants in compliance with the Data Privacy Act and to promote objectivity and integrity of the process.
7. Applicants must bring their original documents during the evaluation for verification purposes and determination of the authenticity of all the documents presented.
8. Applicants are enjoined to strictly observe these guidelines in the submission of documents relative to the filing up of vacant positions. The Omnibus Sworn Statement duly signed by the applicant signify the full responsibility and accountability of the completeness, authenticity and veracity of the documents submitted. Any false and fraudulent documents submitted shall be a ground for disqualification.
9. The schedule of evaluation of documents will be announced later through a separate memorandum.



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10. Expenses of the HRMPSB during the evaluation of documents, deliberation, and preparation of the Comparative Assessment Results and other related activities, shall be charged against the Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
11. Immediate dissemination of this memorandum is desired.

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

Enclosure: 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 ELEMENTARY SECONDARY SUBMISSION VALIDATION GUIDELINES
MASTER TEACHERS



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Level	Position	SG	Station	Number of Items
Elementary	MT I	18	District of Dumarao	1
	MT I	18	District of Jamindan	1
	MT II	19	District of Jamindan	1
	MT II	19	District of Maayon	3
	MT I	18	District of Mambasao East	2
	MT I	18	District of Mambasao West	1
	MT II	19	District of Mambasao West	1
	MT I	18	District of Panay	1
	MT I	18	District of Pilar	1
	MT I	18	District of Pontevedra	1
	MT I	18	District of Sapián	1
	MT I	18	District of Sigma	1
	MT I	18	District of Tapaz East	1
MT I	18	District of Tapaz West	1	

Level	Position	SG	Station	Learning Area	Number of Items
Junior High School	MT I	18	Dumalag NHS	EsP	1
	MT I	18	Dumalag NHS	TLE	1
	MT I	18	Estefania Montemayor NHS	Filipino	1
	MT I	18	Ivisan NHS	English	1
	MT I	18	Sapián NHS	AP	1
	MT I	18	Capiz NHS	English	1
	MT I	18	Capiz NHS	EsP	1
	MT I	18	David Moises NHS	Filipino	1
	MT I	18	Maayon NHS	Science	1
	MT I	18	Malonoy NHS	TLE	1
MT I	18	San Nicolas NHS-Tapaz	Math	1	



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APPROVED CSC QUALIFICATION STANDARD (QS)

Position	Education	Experience	Training	Eligibility
Master Teacher I (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)
Master Teacher II (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)
Master Teacher I (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)
Master Teacher II (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)



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied for: _____

Office of the Position Applied for: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Sole Parent: Yes () No ()

	Basic Documentary Requirements	Status of Submission <i>(to be filled-out by the applicant. Check if applicable)</i>	Verification <i>(to be filled out by the HRMO/HR Office / Sub-committee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a	Letter of intent addressed to the Schools Division Superintendent			
b	Duly accomplished Personal data Sheet (PDS) (CS Form 212 Revised 2017) and worksheet			
c	Photocopy of valid and updated PRC License/ID			
d	Photocopy of Certificate of Eligibility/Report of Rating			
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/degree, if applicable			
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			
i	Photocopy of Performance Rating for the last 3 rating periods (at least VS)			
j	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and the Data Privacy Consent Form (Annex C) notarized officially			
k	Other documents as may be required for comparative assessment, as indicated in MEC Order No. 10, s. 1979			
	1. Copy of Teacher's Program showing number of minutes of regular teaching load			
	2. Copy of School Form-7 (for secondary only)			
	3. Copy of documents for the Creditable Points for LEADERSHIP, POTENTIAL, and ACCOMPLISHMENTS of Mater Teacher Position.			

Attested:

MA. SHARON S. BARRIENTOS
Administrative Officer IV / HRMO II

OMNIBUS SWORN STATEMENT

CERTIFICATION OF THE 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 purpose 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 before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8772 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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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 <i>(Must show all or 0)</i>	Document is			Points earned
		Present		Absent	
		Valid	Not Valid		
A. Introduced: (20 points) has been adopted by the school or district	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 <i>Worthwhile - done for the learners and with direct impact on KPIs</i>	A-3.1 Certificate of recognition/citation signed by the SDS eff. 2021			
		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. Served as: (12 points)	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			
		2.4 List of members under the chairmanship signed by the SH			
	B-3 As Org/Club Adviser (for at least 2 years)	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			

CREDIT POINTS		Documents Required	Present		Absent	Points earned
			Valid	Not Valid		
		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.	<i>for improvement of instruction, for community development or teacher welfare</i>	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)	<i>highest level only</i>					
	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	<i>highest level only</i>					
	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.					
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.						
H. Authorship (10 pts.)	<i>At least region-wide circulation</i>	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)				

CREDIT POINTS		Documents Required	Present		Absent	Points earned
			Valid	Not Valid		
		1.3 Copy of magazine where the article appeared				
I. Demonstration Teacher	<i>This is a basic requirement- no points allotted</i>					
		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				
TOTAL POINTS						

Signature of Applicant

Member

Member

Member

Member

Member

Member

MA. LUNIE B. SAMPANI
Chairperson

OIC-Assistant Schools Division Superintendent