



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF CAPIZ**

04 DEC 2025

**DIVISION MEMORANDUM**  
No 657 s. 2025

**RECRUITMENT, EVALUATION AND SELECTION OF APPLICANTS FOR VACANT  
MASTER TEACHER POSITIONS**

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

1. This Office announces the recruitment, evaluation, and selection of applicants for vacant master teacher positions in elementary and secondary schools. Submission of folders shall be through the District Sub-Committee Secretariat for elementary school applicants and School Sub-Committee Secretariat for secondary school applicants from **December 4, 2025 to 5:00 o'clock in the afternoon of December 15, 2025**.

2. The list of vacant positions, qualification standards, point system for evaluative assessment, timeline, and checklist of documentary requirements are found in Enclosures No. 1-5, 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 020, s. 2024 titled **“Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions”**.

5. Interested applicants shall submit the following documentary requirements (one folder per position) on or before the deadline indicated above, to wit:

- a. Letter of intent addressed to the SDS
- b. Duly accomplished and subscribed PDS (CSC Form 212, Revised 2025) with Work Experience Sheet;
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Photocopy of valid and updated PRC License/ID;
- e. Photocopy of Certificate of Board Rating;
- f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
- g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- h. Photocopy of latest appointment (for those applying for promotion);
- i. Photocopy of certificates of relevant specialized trainings 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 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 D.O. 20, 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 No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755, **to be attached on the first page of application documents**; and
- m. Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs)

**Applicants who failed to submit the complete mandatory documents (items 5.a to 5.l) on the set deadline shall not be included in the pool of applicants.** However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item 5.m) shall not warrant exclusion from the pool of official applicants (paragraph no. 20 of DO No. 020 s. 2024). **No new or additional documents will be accepted after the deadline.**

6. All documents must be orderly arranged based on the Checklist of Requirements (Annex C-1) **with side tabbing and Table of Contents** in a color-coded folder as follows:

- a. Master Teacher I (Elementary) - White
- b. Master Teacher II (Elementary) – Green
- c. Master Teacher I (Secondary) - Blue
- d. Master Teacher II (Secondary) – Yellow

The front cover of each folder should contain information such as:

- a. Applicant's Name
- b. Address
- c. Position and Level
- d. Contact Number

Each document must have a **page number at the bottom (E.g.: Page 1 of 30)** to ensure no additional documents will be inserted after the submission.

7. All applicants are required to register and encode pertinent information per application using the link <https://bit.ly/SDOCapizECP>. Upon registration, a confirmation message with a link will be shown to generate the application code. 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.

8. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 5.1), duly signed by the applicant, and sworn before a public officer authorized to administer oaths. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/s against the person concerned.

9. Scanned copies of the application documents should be uploaded to the link <https://bit.ly/SDOCAPIZUploadDoc>.

10. Qualified applicants will be notified to undergo the teachers' demonstration of Classroom Observable Indicators (COIs) through the conduct of classroom observation and demonstration



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of Non-Classroom Observable Indicators (NCOIs) to be validated through the accomplishment of Portfolio Annotations Form (PAF) and Behavioral Events Interview (BEI).

11. Applicants must bring their original documents during the open ranking for verification purposes and determination of authenticity of all documents being presented.

12. The period covered for creditable points for training/ seminar, etc. is from the date of last promotion and/or reclassification up to **December 15, 2025**.

13. Personnel with pending application for reclassification shall not be allowed to apply for the vacancies covered by this Memorandum until the resolution of their application for reclassification.

14. Expenses of the Division 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 while the expenses of District/ School Subcommittee are chargeable against local funds, subject to the usual accounting and auditing rules and regulations.

15. Immediate dissemination of this Memorandum is desired.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: As stated  
Reference: DepEd Order (No.020 s. 2024)

To be indicated in the Perpetual Index  
Under the following subjects:

EVALUATION      RANKING      RECRUITMENT      SELECTION



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Enclosure No. 1 to SDM No 657 s. 2025

**LIST OF VACANT POSITION**

**Elementary**

<b>Position</b>	<b>Number of Items</b>	<b>District</b>
Master Teacher I	1	District of Dumalag
	3	District of Jamindan
	1	District of Maayon
	2	District of Mambusao East
	1	District of Mambusao West
	2	District of Pilar
	2	District of Pontevedra
	1	District of President Roxas
	1	District of Sapián
	2	District of Sigma
	1	District of Tapaz East
Master Teacher II	1	District of Dao
	2	District of Ivisan
	2	District of Jamindan
	1	District of Panay
	1	District of Pilar
	1	District of Sapián

**Junior High School**

<b>Position</b>	<b>Number of Items</b>	<b>School</b>
Master Teacher I	7	Capiz NHS
	1	Cuartero NHS
	1	Jamindan NHS
	1	Panitan NHS
	2	San Nicolas NHS – Tapaz
	3	Sapián NHS
Master Teacher II	3	Capiz NHS



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**Senior High School**

<b>Position</b>	<b>Number of Items</b>	<b>Strand</b>	<b>School</b>
Master Teacher I	1	Academic	Florentina Degala NHS
	1	Academic	Tuburan NHS
	1	Academic	Jamindan NHS
	1	Academic	Ishmael B. Orillos FS
	1	Academic	Estefania NHS
	1	Academic	Mianay NHS
	1	Academic	Ivisan NHS
Master Teacher II	1	Academic	Cuartero NHS
	1	Academic	Ivisan NHS
	1	Academic	Jose Diva Avelino Jr. NHS



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Enclosure No. 2 to SDM No 657 s. 2025

**APPROVED CSC QUALIFICATION STANDARD (QS)**

**Elementary & Junior High School**

Position Title	SG	Education	Training	Experience	Eligibility	Performance Requirements
<b>Master Teacher I</b>	<b>18</b>	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	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; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience	Elementary: RA 1080 (Teacher-Elementary/Secondary)  Secondary: RA 1080 (Teacher-Secondary)	21 Proficient COIs at Outstanding; and 8 Proficient NCOIs at Very Satisfactory and 8 Proficient NCOIs at Outstanding
<b>Master Teacher II</b>	<b>19</b>	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	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; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	Elementary: RA 1080 (Teacher-Elementary/Secondary)  Secondary: RA 1080 (Teacher-Secondary)	At least 10 Highly Proficient COIs at Outstanding; and 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding



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**Senior High School**

<b>Position Title</b>	<b>SG</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>	<b>Performance Requirements</b>
<b>Master Teacher I</b>	<b>18</b>	Master's degree in relevant strand/subject plus 18 professional units in Education	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;  or  Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years experience in teaching or industry work in relevant strand/subject	RA 1080 (Teacher-Secondary)	21 Proficient COIs at Outstanding; and 8 Proficient NCOIs at Very Satisfactory and 8 Proficient NCOIs at Outstanding
<b>Master Teacher II</b>	<b>19</b>	Master's degree in relevant strand/subject plus 18 professional units in Education	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;  or  Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years experience in teaching in relevant strand/subject and 1 year experience in instructional supervision and technical assistance to teachers	RA 1080 (Teacher-Secondary)	At least 10 Highly Proficient COIs at Outstanding; and 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding



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Enclosure No. 3 to SDM No. 657 s. 2025

**POINT SYSTEM FOR EVALUATIVE ASSESSMENT**

<b>Criteria</b>	<b>Breakdown of Points</b>
a. Education	10
b. Training	10
c. Experience	10
d. Performance	30
e. PPST COIs ( <i>Classroom Observation</i> )	25
f. PPST NCOIs ( <i>Portfolio Annotations and BEI</i> )	15
<b>Total</b>	<b>100</b>





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Enclosure No. 4 to SDM No. 657 s. 2025

**TIMELINE OF ACTIVITIES**

ACTIVITY	DATE	PROCEDURE
Submission of Application for reclassification of teaching positions to the District or School Subcommittee	Until December 15, 2025	<ul style="list-style-type: none"> <li>Applicants must submit documents on or before the set deadline.</li> <li>Applicants must submit one folder containing the complete documentary requirements. The front cover of the folder should contain information regarding the Applicant's Name, present position/ designation, present school, and the position applied for. All documents must be arranged in order and properly labeled with side tabbing.</li> </ul>
Conduct of Initial Evaluation	December 16, 2025	<ul style="list-style-type: none"> <li>The designated District/ School HRMPSB Subcommittee shall assist the HRMO in the conduct of initial evaluation. They shall assess whether the applicants meet the minimum Qualification Standards (QS) in terms of Education, Training, Experience, Eligibility, Performance Requirements and Competency (if applicable).</li> </ul>
Online submission of Initial Evaluation Results	December 16, 2025	<ul style="list-style-type: none"> <li>The designated District/ School HRMPSB Subcommittee shall submit to the Human Resource Section (online) the Initial Evaluation result of applicants. They shall likewise notify all applicants of the results of the initial evaluation through a written notice served through official communication channels.</li> </ul>
Comparative Assessment of Applicants and Open Ranking System	December 17-19, 2025	<ul style="list-style-type: none"> <li>The designated District/ School HRMPSB Subcommittee shall convene and screen Qualified applicants to assess the competencies of applicants vis-à-vis the required competencies of the position applied for.</li> </ul> <p>The Subcommittee shall observe the following:</p> <ul style="list-style-type: none"> <li>Assess, deliberate, and rate the applicants' competencies on the Classroom Observable Indicators and Non-Classroom Observable Indicators.</li> <li>Convene applicants for the Open Ranking System.</li> </ul>
Submission and Receipt District/ School CAR	December 22, 2025	Required documents for submission:  Hardcopy:



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		<ul style="list-style-type: none"><li>• (1) Comparative Assessment Result (CAR) signed by Subcommittee</li><li>• (2) CAR to be signed by Division HRMPSB</li></ul> <p>Softcopy (for online submission):</p> <ul style="list-style-type: none"><li>• Individual Evaluation Sheet of Applicants, duly signed by the subcommittee and acknowledged by the applicant</li><li>• Minutes of the Deliberation</li><li>• Rating Sheets for Classroom Observation, portfolio Annotation, and BEI</li><li>• Inter-Observer Agreement Form for COI &amp; Inter-Assessor Agreement Forms for Portfolio Annotation and BEI</li><li>• Attendance Sheet for Demonstration Teaching, Interview, Exam, and Open Ranking System</li></ul>
Final HRMPSB Deliberation and Preparation and Signing of Division CAR	December 23, 2025	Division HRMPSB shall establish the Comparative Assessment Results (CAR) for onward submission to the SDS.

*Note: The district/ school subcommittee may adjust the internal timeline based on their needs or availability, provided that the deadline for submission to the Division Office remains the same.*

## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Application Code: \_\_\_\_\_

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 complied)</i>	Remarks
a. Letter of intent addressed to the SDS			
b. Duly accomplished PDS with Work Experience Sheet (CS Form 212, Revised 2025)			
c. Photocopy of Voter's ID and/or any proof of residency			
d. Photocopy of valid and updated PRC License/ID			
e. Photocopy of Certificate of Board Rating			
f. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h. Photocopy of latest appointment (for those applying for promotion)			
i. Photocopy of certificate/s of relevant specialized trainings or professional development programs			
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 Rating(s) with at least Very Satisfactory rating. (Note: submit at most three (3) performance ratings depending on the performance requirements per Item 25 of DO 24, s. 2024. The latest performance rating shall cover <b>one (1) year complete performance rating period in the current position</b> )			
l. Checklist of Requirements ,CAV, Data Privacy Consent Form			
m. Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs)			

Attested:

**DARWIN D. BRILLO**  
 Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

## CERTIFICATION OF AUTHENTICITY AND VERACITY

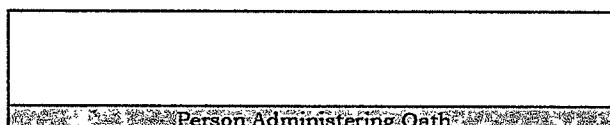
I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

## 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 \_\_\_\_\_.



In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", 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.