



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

13 March 2025

DIVISIONAL MEMORANDUM

No. **107**, s. **2025**

CONDUCT OF SELECTION FOR MASTER TEACHER I (ELEMENTARY)

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All others concerned
This Division

1. This Office calls for the submission of Application for Master Teacher I (Elementary) position for this Division.
2. The ranking shall abide with the guidelines stipulated in **DepEd Order No. 020, s. 2024**, using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility	Place of Assignment
Master Teacher I (Elementary)	18	Bachelor of Elementary Education (BEEd), or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)	In any school within the Division

3. All interested applicants shall submit the following documentary requirements to this Division:
 - a. Letter of intent addressed to the SDS containing the following information:



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





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- i. Statement of purpose/expression of interest; and
 - ii. Learning area/subject group they intend to teach, if applicable;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) 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 certificate/s of relevant specialized trainings or professional development programs, if any;
 - j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NCII), 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 this Order. 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. 6733 and as further amended by RA No. 10755; and
 - m. Other documents as maybe required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.



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N.B. Guided by the policy of the Department to uphold the principles of *Merit, Competence, Fitness, Accountability, Transparency, and Equal Opportunity* in the recruitment, selection, and appointment of personnel in the Department and in adherence to the internal policy and procedures set forth by the Human Resource Merit Promotion and Selection Board (HRMPSB) as provided in the existing resolutions, all documents prepared, endorsed and approved **on any date after the posting of this memorandum shall not be credited**. Hence, no points shall be given. Further, the reckoning period of the documents which shall be credited shall be from January-June 2024.

4. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon Jr.	
Members	Anaclea A. Gacasan	
	Eulalio S. Rupinta	Nick Raynier M. Paez
	Dorothy Joy B. Yting	Maricel D. Avila
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

5. The following timeline shall be observed to ensure proper, prompt and smooth conduct of the selection process:

Schedule	Activity/Output	In-Charge
March 25, 2025	Orientation of Applicants via Google Meet	Applicants, Personnel Unit and HRMPSB
April 1, 2025	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
April 11 & 14, 2025	Initial Evaluation of Documents	HRMO
April 16, 2025- May 2, 2025	Posting of Selection Line-Up	HRMO, HRMPSB Secretariat
May 5, 2025	Background Investigation	HRMPSB Secretariat



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May 7-8, 2025	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants
May 13, 2025	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB

6. This Office shall observe the Equal Employment Opportunity Principle (EEO) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

7. Immediate dissemination and compliance of this Memorandum is enjoined.

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

References: As stated
To be indicated in the Perpetual Index
under the following subjects:
HIRING RECRUITMENT SELECTION
AJS/DM – Conduct of Selection for Master Teacher I (Elementary)
___ /March 13, 2025



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