



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

July 27, 2026

DIVISION MEMORANDUM
No. 412 , s. 2026

SUBMISSION OF APPLICATION FOR VACANT MASTER TEACHER POSITION

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher-In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Pursuant to **DepEd Order No. 19, s. 2022** titled "*The Department of Education Merit Selection Plan*", and **DepEd Order No. 20, s. 2024** titled "*Guidelines on Recruitment, Selection, and Appointment to Higher Teaching Positions*", **this Office announces the submission of application for vacant Master Teacher position** as indicated in **Enclosure No. 1**. Attention is invited to **Enclosure No. 2** for the Criteria and Performance Requirements per position.
2. **Espousing the principles of merit, fitness, and equal opportunity, ALL interested qualified applicants regardless of age, gender, civil status, disability, ethnicity, social status, religion, and political affiliation** are advised to submit their application documents to the **District Sub-Committee not later than August 7, 2026 (Friday), until 5:00 p.m. only**. Applicants who failed to submit complete documentary requirements on the set deadline shall not be included in the pool of official applicants. **No additional documents shall be accepted after the set deadline.**
3. Applicants must submit **one (1) white folder** containing the application letter with complete documentary requirements which must be arranged and properly labeled with dog-ears/side tabbing. The following are the documents to be submitted:
 - a. **Letter of intent addressed to the Schools Division Superintendent;**
 - b. **Duly accomplished PDS (CS Form No. 212, Revised 2026) 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 PBET/LET/LEPT Rating, if applicable;**
 - f. **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;**
 - g. **Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;**
 - h. **Photocopy of latest appointment, (for those applying for promotion);**



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- i. **Photocopy of Certificate/s of relevant specialized trainings or professional development programs, if any;** *(Note: Relevant trainings/seminars **acquired from the date of last promotion/reclassification** or those undertaken within the **last five (5) years prior to August 7, 2026** will be credited)*
 - 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 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 DepEd Order No. 20, s. 2024. **The latest performance rating (S.Y. 2025-2026) 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-1), 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; and**
 - m. **Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.**
4. 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.
 5. An **application code** shall be issued to the applicant upon submission of hard copy to ensure objectivity and integrity of the process and to protect the identity of applicants when posting the result.
 6. Applicants who will submit application documents after the deadline as indicated in the official publication in the CSC Website shall be accepted but will be accommodated in the next round of assessments/next school year.
 7. School Heads are directed to post and announce the enclosed vacancies in at least three (3) conspicuous places for transparency purposes and to encourage a pool of applicants.
 8. **The District Sub-Committee headed by the Public Schools District Supervisor/Principal/Head Teacher-In-Charge of the District shall be in-charge in the conduct and posting of the Initial Evaluation Result (IER). They shall also serve as observer during the conduct of COI, NCOI annotations and Behavioral Events Interview (BEI) while the Administrative Officer II or Administrative Assistant II/III shall serve as the secretariat.**
 9. After posting the Initial Evaluation Result, all qualified applicants must undergo the Demonstration Teaching (COI), Portfolio Annotation (NCOI) and Behavioral Events Interview (BEI) on the set schedule as indicated in Enclosure No. 3. **Afterwards, the**



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application documents together with the result of the COI, NCOI and BEI must be forwarded to the Division HRMPSB for the conduct of the open ranking for the Education, Training, Experience and Performance.

10. Schedule of activities for the ranking process were indicated in **Enclosure no. 3** to serve as guide for the District Sub-Committee and the applicants.
11. Expenses of the HRMPSB relative to the evaluation of documents and preparation of Comparative Assessment Result (CAR), shall be charged against the local funds, subject to the usual budgeting, accounting, and auditing rules and regulations.
12. Immediate and wide dissemination of this Memorandum is desired.


FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent 

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

EMPLOYEES HIRING POLICY RECRUITMENT TEACHERS

RFD/mtb



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Enclosure **No. 1** to Division Memorandum No. **412** , s. 2026

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency/ Area of Specialization/ Residency Requirement (if applicable)	
1	Master Teacher III (Secondary)	OSEC-DECSB- MTCHR3-420044- 2026	20	66052	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 IV (Distinguished Teacher)	5 years teaching experience and 2 years relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher- Secondary)	Career Stage 4 or Distinguished Teachers based on PPST	Malay National High School, District of Malay
2	Master Teacher III (Elementary)	OSEC-DECSB- MTCHR3-420003- 2022	20	66052	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 IV (Distinguished Teacher)	5 years teaching experience and 2 years relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher- Elementary/Sec ondary)	Career Stage 4 or Distinguished Teachers based on PPST	District of Kalibo II
3	Master Teacher II (Senior High School Master Teacher II- Academic Track and Core Subjects)	OSEC-DECSB- MTCHR2-420046- 2016	19	59153	Master's degree in relevant strand/subject plus 18 professional units in Education Master's degree in relevant strand/subject	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, as amended (Teacher- Secondary) for permanent appointments None required for provisional ¹ and contractual appointments ¹ must pass the	Career Stage 3 or Highly Proficient Teachers based on PPST	Division of Aklan - Senior High School
4	Master Teacher II (Elementary)	OSEC-DECSB- MTCHR2-420867- 1998	19	59153	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	RA 1080, as amended (Teacher- Elementary/Sec ondary)	Career Stage 3 or Highly Proficient Teachers based on PPST	Division of Aklan



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No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency / Area of Specialization/ Residency Requirement (if applicable)	
5	Master Teacher II (Elementary)	OSEC-DECSB- MTCHR2-420826- 1998	19	59153	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	RA 1080, as amended (Teacher- Elementary/Sec ondary)	Career Stage 3 or Highly Proficient Teachers based on PPST	Division of Aklan
6	Master Teacher II (Elementary)	OSEC-DECSB- MTCHR2-420857- 1998	19	59153	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	RA 1080, as amended (Teacher- Elementary/Sec ondary)	Career Stage 3 or Highly Proficient Teachers based on PPST	Division of Aklan
7	Master Teacher I (Elementary)	OSEC-DECSB- MTCHR1-424078- 1998	18	53818	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	RA 1080, as amended (Teacher- Elementary/Sec ondary)	Career Stage 3 or Highly Proficient Teachers based on PPST	Division of Aklan
8	Master Teacher I (Elementary)	OSEC-DECSB- MTCHR1-424166- 1998	18	53818	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	RA 1080, as amended (Teacher- Elementary/Sec ondary)	Career Stage 3 or Highly Proficient Teachers based on PPST	District of Libacac



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Enclosure **No. 2** to Division Memorandum No. **412** , s. 2026

Performance Requirements

Internal applicants – must have at least a Very Satisfactory rating in the latest one-year complete performance cycle in their current position. They must also meet the performance requirements of the position applied for, based on up to three (3) rating periods from the most recently completed cycle, to wit;

Completely signed IPCRF for S.Y. 2025-2026, 2024-2025 and 2023-2024

Position Applied for	Classroom Observable Indicators	Non-Classroom Observable Indicators
Master Teacher I	21 Proficient COIs at Outstanding	8 Proficient NCOIs at VS; and 8 Proficient NCOIs at Outstanding
Master Teacher II	At least 10 Highly Proficient COIs at Outstanding	At least 5 Highly Proficient NCOIs at VS; and 5 Highly Proficient NCOIs at Outstanding
Master Teacher III	21 Highly Proficient COIs at Outstanding	8 Highly Proficient NCOIs at Very Satisfactory and 8 Highly Proficient NCOIs at Outstanding

External applicants – such as Teachers-in-Charge, related teaching, and non-teaching personnel who are **not** using the existing PPST-based IPCRF of teachers shall be required to present a comparable performance rating with at least very satisfactory rating in the current and previous position/s; **provided that the latest performance rating obtained covers one (1) year complete performance cycle in the current or latest position.**

Table 1. Point System for Comparative Assessment

Criteria	Maximum Points Possible
a. Education	10
b. Training	10
c. Experience	10
d. Performance	30
e. PPST COIs (Classroom Observation)	25
f. PPST NCOIs (Portfolio Annotations and BEI)	15
Total	100





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Enclosure No. 3 to Division Memorandum No. 413 , s. 2026

Schedule of activities for the Recruitment and
Selection of Applicants for Master Teacher position

Activity	Schedule	Person In-Charge
Submission of application letter and supporting documents to the District Sub-Committee where the vacancy exists and issuance of application code (i.e DM412-Nabas-MT3-01-2026; DM412-Kalibo-MT2-01-2026; DM412-SHS-MT2-01-2026)	July 27 to August 7, 2026	District Sub-Committee/AO II/ADAS
Conduct of initial evaluation of the documents including the performance requirement	August 10-11, 2026	District Sub-Committee/AO II/ADAS
Posting of Initial Evaluation Result (IER) and sending of Official Communications to Qualified (Q) (Annex E-1) and Disqualified (DQ) applicants (Annex F-1)	August 12-14, 2026	District Sub-Committee/AO II/ADAS
Conduct of the Classroom Observable Indicators (Demonstration Teaching) and Non-Classroom Observable Indicators (NCOI Annotations) and Behavioral Events Interview (BEI)	August 18-21, 2026	District Sub-Committee/AO II/ADAS
Evaluation of submitted documents (open ranking) for the Education, Training, Experience (ETE), and Performance.	August 24-28, 2026	Division HRMPSB
Consolidation of Result and final deliberation of HRMPSB	September 1-3, 2026	Division HRMPSB
Posting of the signed Comparative Assessment Result (CAR)	September 4, 2026	Division HRMPSB



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Annex C-1

CHECKLIST OF REQUIREMENTS

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

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the SDS			
b.	Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)			
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			
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 Ratings with at least Very Satisfactory rating. (Note: 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, 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 NCOs			

Attested:

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 _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", telecronic 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 as to be usable for subsequent reference.