Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
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Office of the Schools Division Superintendent

May 15, 2025

DIVISION MEMORANDUM
No. 214, s. 2025

CALL FOR APPLICATION TO HIGHER TEACHING POSITIONS

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Administrative Officers
School Heads
Teachers and Non-Teaching Personnel
Others Concerned

1. In reference to DepEd Order No. 20, s. 2024 titled ***Guidelines on Recruitment, Selection and Appointment to Higher Teaching Position***, the Schools Division Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), is hereby accepting applications for the following vacant positions:

No.	Position Title/ SG/ Monthly Salary/ Item Number	CSC- approved Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
1	**Master Teacher I**/SG 18/ P 51,304 Item Number: OSEC-DECSB-MTCHR1-64076-1998	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	PBET/ LET		Elementary School

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2	**Teacher III**/SG 13/ P34,421 Item Number: OSEC-DECSB-TCH3-60128-2022	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	2 years relevant experience	RA 1080 (Teacher)		Carael National High School
3	**Teacher II**/SG 12/ P32,245 Item Numbers: OSEC-DECSB-TCH2-60052-2012 OSEC-DECSB-TCH2-60330-2022	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education	None required	1 year relevant experience	RA 1080 (Teacher)		Elementary School

2. The job description for the aforementioned vacant position is attached as **Enclosure No. 1**.

3. Applicants are advised to determine if they meet the minimum qualification standards approved by the Civil Service Commission and the selection criteria set forth in DepEd Order 20, s. 2024 prior to submission of application documents.

4. All interested applicants to the above-mentioned vacant positions, whether internal or external to DepEd, are required to submit two sets of folders containing the following documents:

Mandatory documentary requirements:

a. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent duly notarized by authorized official (can be accessed thru this link: ***https://tinyurl.com/SDO-DC-Checklist-HTP***
b. Letter of intent addressed to the Schools Division Superintendent;
c. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable (downloadable at CSC Website);
d. Photocopy of voter's ID and/or any proof of residency
e. Photocopy of valid and updated PRC License/ID;

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f. Photocopy of Certificate of Board Rating
g. Photocopy of Scholastic/academic record (i.e. Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
h. Photocopy of duly signed Service Record or Certificate of Employment, whichever is/are applicable;
i. Photocopy of latest appointment, for those applying for promotion;
j. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any
k. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
l. Photocopy of the required performance rating with at least Very Satisfactory rating. The applicant shall submit at most 3 performance ratings depending on the performance requirements as per item 25 of DepEd Order No. 20, s. 2024. The latest performance rating shall cover one year complete performance rating period in the current position.

Additional documentary requirements:

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.

5. Deadline for submission of abovementioned documentary requirements shall be on MAY 25 2025. Individuals who failed to submit mandatory documentary requirements (items a to l) on the set deadline shall not be included in the pool of official applicants. The additional documentary requirements (item m) shall be brought to the venue for classroom observation, portfolio assessment and behavioral events interview which shall be communicated to interested applicants in a separate memorandum.

6. No additional mandatory documents shall be accepted after the deadline.

7. Submission of applications may be done thru any of the following modes:

   a. **Personal submission** to the Division Office Records Section not later than 5PM on set deadline (*preferred mode*); OR

   b. **Online submission** thru the official email address not later than 12midnight on set deadline (*if personal submission is not practicable*): depeddagupanhr@gmail.com. The scanned copies of the application documents shall be saved in one file only with filename in this format: *position applied for_full name of applicant* **(ex. Administrative Officer II_Juan C. Dela Cruz).**

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Applicants who prefer to submit online shall be required to submit hardcopies directly to the HR unit within one week after deadline.

8. Applicants who will submit thru the records section should proceed first to the Personnel Unit for initial verification as to the completeness of the requirements before it can be stamped "received" at the Records Section. For applicants who will be submitting documents online, an acknowledgement email with information as to initial checking of completeness of documents will be sent within two working days;

9. The schedule of activities for assessment will be communicated to qualified applicants via their email address.

10. An applicant may apply for one or more positions, provided that he/she meets the qualifications for each position he/she is applying for, and should submit two sets of documentary requirements for each positions being applied for.

11. An Open-Ranking System shall be adopted in the conduct of comparative assessment wherein qualified applicants must be present to witness the actual evaluation of their papers vis-à-vis criteria wherein they will conform with their document's assessment results.

12. As specified in DepEd Order No. 20, s. 2024, applicants shall be rated using the following point system:

Education	10
Training	10
Experience	10
Performance	30
PPST COI (Classroom Observation_	25
PPST NCOI (Portfolio Annotations and BEI)	15
TOTAL	100

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13. This Office highly encourages all interested and qualified applicants including Person's with Disability and members of indigenous communities to join in the assessment.

14. For information and guidance.

ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent

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Enclosure No. 1 to Division Memorandum No. ____, s. 2025

JOB DESCRIPTION

Position Title:	**Master Teacher I**	**Salary Grade:** 18
Unit/Division:	Elementary School	**Monthly Salary:** 51,304
QUALIFICATION STANDARD		
Education:	Bachelor of Elementar 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	
Experience:	3 years relevant experience	
Training:	none required	
Eligibility:	PBET; LET	
KEY RESULT AREA/S	**DUTIES AND RESPONSIBILITIES**	
Professional Growth and Development	Conducts at least one action research every year	
	Serves as demonstration teacher, facilitator or resource person at the school level	
	Serves as OIC of the school in the absence of the school head	
	Functions as head/coordinator of the department in the absence of an Head Teacher/Department Head	
	Takes active participation in the planning and implementation of training programs in school, district and division levels	
	Assists the school selection committee in the evaluation of credentials when hiring or promoting teachers	
	Represents the school in conferences or events as delegated by the school head	
	Participates actively in school strategic planning process involving internal and external stakeholders	
	Takes charge of the school reading recovery program, remedial and/or enrichment program	
Instructional Competence	Introduces innovative teaching approaches and strategies	
	Carries regular teaching loads for the assigned grade/subject	
	Teaches/Takes over the class if the assigned teacher is absent; works beyond official time	
	Leads in the preparation of instructional materials	
	Enriches the curriculum of his/her field of specialization	
	Consolidates and interprets competency assessment results	
	Checks, improves and prepares sample lesson plans for the assigned grade/subject area	
	Interprets test results and utilizes them for improvement of instruction	
	Initiates improvement in instructional programs	
Instructional Supervision	Provides technical assistance to teachers to improve their competencies	
	Performs regular class monitoring using process observation tools	
	Conducts post conferences with teachers for feedback on teaching-learning process	
	Helps identify potential demonstration teachers	
	Gives demonstration to new/striving teachers	
	Designs and validates training programs for teachers	

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Position Title:	Teacher III	Salary Grade: 13
Unit/Division:	Carael National High School	Monthly Salary: P 34,421
QUALIFICATION STANDARD		
Education:	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major	
Experience:	2 years relevant experience	
Training:	none required	
Eligibility:	LET/PBET	
DUTIES AND RESPONSIBILITIES		
	1. Teaches one or more grades/levels using appropriate and innovative teaching strategies	
	2. Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials	
	3. Counsels and guides pupils/students	
	4. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere	
	5. Monitors and evaluates pupils/students' progress	
	6. Undertakes activities to improve performance indicators	
	7. Maintains updated pupils/students progress regularly	
	8. Maintains updated pupil/student school records	
	9. Supports activities of governmental and non-governmental organizations	
	10. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders	
	11. Conducts Action Plan	
	12. Supervises curricular and co-curricular projects and activities	

Position Title:	Teacher II	Salary Grade: 12
Unit/Division:	Elementary School	Monthly Salary: P 32,245
QUALIFICATION STANDARD		
Education:	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education	
Experience:	1 year relevant experience	
Training:	none required	
Eligibility:	LET/PBET	
DUTIES AND RESPONSIBILITIES		
	1. Teaches one or more grades/levels using appropriate and innovative teaching strategies	
	2. Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials	
	3. Counsels and guides pupils/students	
	4. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere	
	5. Monitors and evaluates pupils/students' progress	
	6. Undertakes activities to improve performance indicators	
	7. Maintains updated pupils/students progress regularly	
	8. Maintains updated pupil/student school records	
	9. Supports activities of governmental and non-governmental organizations	
	10. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders	
	11. Conducts Action Plan	
	12. Supervises curricular and co-curricular projects and activities	

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