



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

16 Sept 2025

DIVISION MEMORANDUM

No. 811 s.2025

ADDENDUM/CORRIGENDUM TO DM NO. 801 S. 2025
ANNOUNCEMENT OF VACANT HIGHER TEACHING POSITIONS
(MASTER TEACHER I & MASTER TEACHER II)

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Curriculum Implementation Division Personnel
All School Governance and Operations Division Personnel
All Office of the Schools Division Superintendent Personnel
All Elementary and Secondary Public School Heads and Principals
This Division

1. With reference to Division Memorandum No. 801, s. 2025, Re: Announcement of Vacant Higher Teaching Positions (Master Teacher I & Master Teacher II)
2. Presented below are the districts together with their respective item numbers of natural vacancies for the Elementary Master Teacher positions:

NO.	PLANTILLA ITEM NO.	POSITION	DISTRICT
1	OSEC-DECSB-MTCHR1-661278-1998	Master Teacher I	Central
2	OSEC-DECSB-MTCHR1-661523-1998	Master Teacher I	Central
3	OSEC-DECSB-MTCHR1-660005-2001	Master Teacher I	Southwest II
4	OSEC-DECSB-MTCHR1-661308-1998	Master Teacher I	South
5	OSEC-DECSB-MTCHR2-660493-1998	Master Teacher II	South
6	OSEC-DECSB-MTCHR2-660501-1998	Master Teacher II	West II
7	OSEC-DECSB-MTCHR2-660569-1998	Master Teacher II	West I

3. The change of schedule for the Initial Evaluation for promotion of teacher applicants:

ACTIVITY	VENUE / IN-CHARGE	SCHEDULE
Initial Evaluation	Respective District Central School conducted by Designated sub-committee	September 26 to 30, 2025



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4. Additional enclosure in this Memorandum: **Annex C-1** 'Checklist of Requirements, CAV, Data Privacy Consent Form.
5. This Office promotes the Equal Employment Opportunity Principle (EEOP). Qualified candidates are welcome to apply regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
6. Immediate and wide dissemination of this memorandum is directed.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

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

EVALUATION

POSITIONS

RECRUITMENT

SELECTION

DM-053-OSDS-PERSONNEL-CAA / addendum/corrigendum to dm no. 801 s. 2025
September 16, 2025

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", 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.