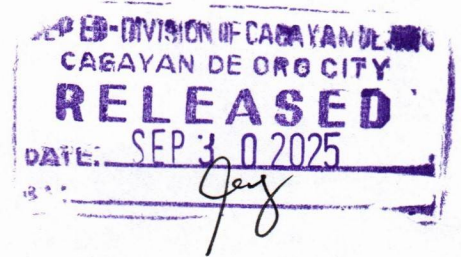




Republic of the Philippines  
Department of Education  
REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

29 Sept 2025

DIVISION MEMORANDUM

No. 862 s.2025

INITIAL EVALUATION OF NATURAL VACANT MASTER TEACHER POSITIONS

- 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. The designated sub-committee shall evaluate the applicants' documents, particularly their personal information, which includes the following: name, address, age, sex, civil status, religion, disability (if any), ethnic group, email address, and contact number. Moreover, the Sub-committee may pre-assess each applicant's qualifications based on the CSC-approved Qualification Standard (QS) for the position to be filled, whether the applicants meet the minimum qualification in terms of Education, Trainings, Experience, and Eligibility plus the Performance Requirements of the position applied for.
  3. The designated sub-committees shall assist the Human Resource Management Officer (HRMO) in conducting the final Initial Evaluation Results (IER). However, the sub-committees shall only serve as an assistorial body. The HRMO shall maintain full responsibility and accountability for the results of the initial evaluation.
  4. Each **Sub-Committee Chairperson** shall prepare the Consolidated Initial Evaluation for the sub-committee to which the vacant items belong and submit a soft copy in Excel format to [depedcdo.personnel@deped.gov.ph](mailto:depedcdo.personnel@deped.gov.ph) on or before **October 1, 2025**.
  5. **ALL** applicants' **application documents**, along with the signed Initial Evaluation Results (IER) by the respective sub-committees, shall be forwarded to the Division Office on or before **October 1, 2025**.



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6. 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.
7. Immediate and wide dissemination of this memorandum is directed.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: As stated

Reference: None

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

EVALUATION

POSITIONS

RECRUITMENT

SELECTION

DM-055-OSDS-PERSONNEL-KPY / initial evaluation of natural vacant master teacher positions  
September 29, 2025