



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

10 Oct 2025

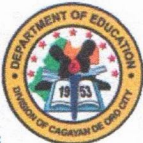
DIVISION MEMORANDUM

No. 898 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. 846, s. 2025, Re: Announcement of Vacant Higher Teaching Positions (Master Teacher I).
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 Excell format to depedcdo.personnel@deped.gov.ph on or before **October 13, 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 13, 2025**.
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.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 1



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

7. 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

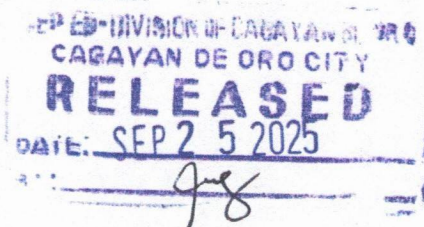
RECRUITMENT

SELECTION

DM-056-OSDS-PERSONNEL-KPY/ Initial Evaluation of Natural Vacant Master Teacher Positions
October 10, 2025



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

24 Sept 2025

DIVISION MEMORANDUM

No. 846 s.2025

**ANNOUNCEMENT OF NATURAL VACANT HIGHER TEACHING POSITIONS
(MASTER TEACHER I)**

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. The field is hereby informed of the vacant Master Teacher positions anchored on **DepEd Order No. 20, s. 2024** Re: Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions” in the Elementary School level.
2. The following are the districts with their respective vacant Elementary Master Teacher positions and corresponding item numbers:

NO.	PLANTILLA ITEM NO.	POSITION	SCHOOL/DISTRICT
1	OSEC-DECSB-MTCHR1-660009-2022	Master Teacher I	Southwest II
2	OSEC-DECSB-MTCHR1-661282-1998	Master Teacher I	West II
3	OSEC-DECSB-MTCHR1-660047-2022	Master Teacher I	West I
4	OSEC-DECSB-MTCHR1-660014-2001	Master Teacher I	Southwest I
5	OSEC-DECSB-MTCHR1-660002-2005	Master Teacher I	Lapasan NHS
6	OSEC-DECSB-MTCHR1-660044-2000	Master Teacher I	Lapasan NHS
7	OSEC-DECSB-MTCHR1-660018-2022	Master Teacher I	Mambuaya NHS

3. The timeline for the recruitment and selection process for the promotion of teacher applicants is indicated below:

ACTIVITIES	VENUE	SCHEDULE
Posting of vacancies to at least three (3) conspicuous places within and outside the school premises	respective district schools	September 24, 2025, to October 6, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Deadline of Submission of Application Documents	respective district schools	October 6, 2025
Initial Evaluation	Designated sub-committee	October 7 to 10 2025
Submission of Initial Evaluation (IER) by District/School where the vacancy of items belongs email to depedcdo.personnel@deped.gov.ph bit.ly/DownloadSampleAnnexD-1	respective district schools	October 13, 2025
Posting of Initial Evaluation Results (IER) by the HRMO	Division Office	<i>To be announced on separate Memorandum</i>
Conduct of Classroom Observation / Demonstration Teaching (COI) and Portfolio Assessments (NCOI)		<i>To be announced on separate Memorandum</i>
Final Deliberation and Interview of the Division Human Resource Merit Promotion Selection Board (HRMPSB) together with the District Sub-Committee		

4. NO additional documents shall be accepted after the set deadline.
5. Individuals who failed to submit complete mandatory documents (Items **a to l**) on the set deadline indicated in *enclosure no. 2* shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item no. **m**) shall not warrant exclusion from the pool of official applicants.
6. Each applicant shall be assigned with a unique **application code**, which will be sent to their respective email addresses after the release of the Initial Evaluation Results (IER).
7. Enclosed in this Memorandum are the following:
 1. CSC Prescribed Qualification Standards
 2. Submission and Receipt of Application documents
 3. Designated Sub-Committee
8. 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.



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

9. In case of Disability, please disclose what assistance you need (e.g., auxiliary aids and services to visually or hearing impaired, wheelchair etc.) for this division to provide reasonable accommodations.
10. 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-054-OSDS-PERSONNEL-KCAB / announcement of vacant higher teaching positions
September 24, 2025



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Enclosure 1 for Division Memorandum No. ____ s. 2025

VACANCY ANNOUNCEMENT

No. 11 s. 2025

POSITION TITLE	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS			
			EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Master Teacher I (Elementary)	18	51,304	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 / Secondary)
Master Teacher I (Secondary)	18	51,304	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 – Secondary)



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Enclosure 2 for Division Memorandum No. ____ s. 2025

SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

All interested applicants shall submit the following documentary requirements with proper **TABBING** in a clean folder to the respective **District Central School (for elementary level) or the specified school (for secondary level) on or before October 6, 2025, at 5:00 PM. Kindly include the position with the districts/Schools you are applying for.**

- a) Letter of Intent addressed to the SDS containing the following information:
 - i. Statement of purpose/ expression of interest; and
 - ii. Learning area/ subject group they intend to teach, if applicable;
- b) Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and 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 (Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees)
- g) Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable
(for internal applicants, there is no need to submit a Service Record and Certificate of Employment)
- h) Photocopy of latest appointment
- 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 (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 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. 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.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	5 of 6



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Enclosure 3 for Division Memorandum No. ____ s. 2025

DESIGNATED SUB-COMMITTEE

DISTRICT	MEMBERS/CHAIRPERSON
SOUTHWEST II AND MAMBUAYA NHS	<u>Chairperson:</u> JERRY P. TARUC <u>Members:</u> BAYANI R. ROTURAS JR. ROMMELYN L. GONZALES ALFREDO D. TONGCO JR. RODEL C. ESTENZO KRIZAIDA ALLEYAH D. ESPINOSA
SOUTHWEST I	<u>Chairperson:</u> ANGELITO U. FELISILDA <u>Members:</u> CELSO L. PAGULON RUDY P. VILLALOBOS JESSICA JOY D. HINACAY SHEILA D. YAÑEZ CHARITO R. JARULA
EAST I (LAPASAN NHS)	<u>Chairperson:</u> MARGIE G. ANDRADE <u>Members:</u> MARIA DEL T. MAGALLANO MANUEL L. LINCARO JR. ELIZER O. TERUEL FERDINAND L. VINCO JR. JOEL P. LARIBA
WEST I	<u>Chairperson:</u> SHIRLEY A. MERIDA <u>Members:</u> EDGARD O. YAÑEZ JINNFER D. ESPINA LEONORA B. ALINSUB MARCELO Q. MABALOS RICO I. CAGAPE
WEST II	<u>Chairperson:</u> MARIFE A. RAMOS <u>Members:</u> MARIA LODEL C. DAABAY PEDRITA R. JORDAN GEMMA ETHEL B. ONG MELBA S. OMANDAM CHERRY LOU P. LANZADERAS