



Republic of the Philippines  
Department of Education  
REGION X  
SCHOOLS DIVISION OF LANAOS DEL NORTE



December 10, 2025

**DIVISION MEMORANDUM**

No. 740 s. 2025

**CALL FOR APPLICATIONS FOR MASTER TEACHER I IN ELEMENTARY,  
MASTER TEACHER I FOR KAPATAGAN NATIONAL HIGH SCHOOL, MASTER  
TEACHER II IN ELEMENTARY AND MASTER TEACHER II FOR BALOI  
NATIONAL HIGH SCHOOL**

To: Assistant Schools Division Superintendent  
Chiefs of Functional Divisions  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. This office calls for the submission of applications for **Master Teacher I positions in Elementary Level, Master Teacher I for Kapatagan National High School, Master Teacher II in Elementary and Master Teacher II for Baloi National High School**. The assessment shall abide with the guidelines, procedures, and criteria of *DepEd Order No. 020, s. 2024*, otherwise known as "*Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions*".

All applicants and personnel concerned are directed to refer to **Attachment A: Detailed Hiring Guidelines and Application Procedures** for information regarding the Qualification Standards, key timelines, required documents and submission instructions.

2. For guidance of all concerned, immediate dissemination of this Memorandum is hereby directed.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent



Address: Pigcarangan, Tubod, Lanao del Norte  
Telephone No.: [063] 341-51-09  
Email Address: [Lanao.norte@depd.gov.ph](mailto:Lanao.norte@depd.gov.ph)  
Website: <https://depdldn.com>





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Attachment A

**Detailed Hiring Guidelines and Application Procedures**

MINIMUM QUALIFICATIONS	
Master Teacher I (Elementary and Secondary)	
Education	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area
Experience	5 years teaching experience
Training	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;
Eligibility (Elementary)	RA 1080, as amended (Teacher-Elementary/Secondary)
Eligibility (Secondary)	RA 1080, as amended (Teacher-Secondary)
Classroom Observable Indicators (COI)	21 Proficient COIs at Outstanding
Non-Classroom Observable Indicators (NCOI)	8 Proficient NCOIs at Very Satisfactory; And 8 Proficient NCOIs at Outstanding

MINIMUM QUALIFICATIONS	
Master Teacher II (Elementary and Secondary)	
Education	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area
Experience	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers
Training	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;
Eligibility (Elementary)	RA 1080, as amended (Teacher-Elementary/Secondary)
Eligibility (Secondary)	RA 1080, as amended (Teacher-Secondary)
Classroom Observable Indicators (COI)	At least 10 Highly Proficient COIs at Outstanding
Non-Classroom Observable Indicators (NCOI)	At least 5 Highly Proficient NCOIs at Very Satisfactory; And 5 Highly Proficient NCOIs at Outstanding



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**ANNOUNCEMENT: Mandatory Compliance for Master Teacher I & II Applicants**

The Department of Education – Schools Division of Lanaos del Norte, through the Personnel Unit, is pleased to announce the opening of applications for Master Teacher I & II positions in Elementary and Junior High School. Our hiring process strictly adheres to the principles of **Merit, Competence, Fitness, Accountability, Transparency, and Equal Opportunity** as mandated by **DepEd Order No. 020, s. 2024**.

**Action Required: Review of RSA Procedures**

To ensure a fair and transparent selection process, **ALL APPLICANTS MUST READ AND COMPLY** with the instructions stated herein before submitting any application documents.

It is **MANDATORY** that you familiarize yourself with the official guidelines and criteria:

1. V. Procedures – *Enclosure to DepEd Order No. 020, s. 2024*
2. Item D Comparative Assessment of Applicants – *Enclosure to DepEd Order No. 020, s. 2024*

Understanding these provisions is crucial as it informs you of the entire **Recruitment, Selection, and Appointment (RSA)** process and how points are awarded. This measure is put in place to ensure maximum transparency in selecting qualified candidates.

**PROCEEDING TO SUBMISSION SIGNIFIES YOUR FULL UNDERSTANDING AND COMPLIANCE WITH THE CITED DEPED ORDER.**

**DETAILED SUBMISSION INSTRUCTIONS:**

**(\*Required Documents)**

**IMPORTANT REMINDER:** Kindly **READ ALL THE INSTRUCTIONS** attached herein to avoid any inconveniences with your application. Moreover, please make sure that all documents are **CLEAR** and **READABLE**. Unclear or pixelated documents shall not be considered and may lead to possible exclusion from the pool of applicants.

- A. **Letter of Intent\*** – Must be addressed to **EDWIN R. MARIBOJOC, CESO V**, *Schools Division Superintendent of Department of Education – Schools Division of Lanaos del Norte*. Kindly **INDICATE THE POSITION** you are applying for with the corresponding area of specialization if applicable.
- B. **Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with Work Experience Sheet(WES)\*** – please ensure that **ALL PAGES MUST BE**



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**SIGNED** and your **THUMBMARK, PICTURE, and SIGNATURE OVER PRINTED NAME OF PERSON ADMINISTERING OATH** are ON THE 4<sup>TH</sup> PAGE of your PDS.

IMPORTANT NOTE:

**For PDS:** Applicant must ensure all details and information are correct and updated from page 1-4.

**For WES:** applicant must include previous and current work experience, accomplishments, and detailed job functions and duties. These experiences must be reflected and must be consistent with your accomplished PDS.

- C. Photocopy of **Voter's ID and/or proof of residency\***
- D. Photocopy of **valid and updated PRC License/ID\*** (must be CLEAR and READABLE)
- E. Photocopy of **Certificate of Board Rating\*** (must be CLEAR and READABLE)
- F. Photocopy of **Transcript of Records and Diploma\***

IMPORTANT NOTE FOR POINTING/SCORING SYSTEM:

For applicants with earned units leading to Master's and/ or Doctorate degree/s, kindly attach any of the following:

- Transcript of Record (if graduated)
- Certificate of Completed Academic Requirements (if CAR)
- Certificate of Units Earned (if Unit's earner)

- G. Photocopy of **duly signed Service Record\***
- H. Photocopy of **latest appointment\***
- I. Photocopy of relevant **Certificate/s of Training and seminars attended\***

IMPORTANT NOTE:

Applicants shall ensure that all certificates must be CLEAR and READABLE and are consistent with the declared trainings in Personal Data Sheet.

Applicants must include only those trainings that are **RELEVANT** to the Master Teacher I position (at least 24 hours of curriculum, pedagogy, subject specialization and 8 hours of instructional supervision).

Note: Unclear or pixelated certificates shall not be considered for the purpose of qualifications and scoring.

- J. Photocopy of required **Performance Ratings with at least Very Satisfactory rating\***

IMPORTANT NOTE:

Applicants shall submit at most three (3) performance ratings depending on the performance requirement stated in the Qualification Standards.

The latest performance rating shall cover one (1) year complete performance rating in the current position.





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- K. , **Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent (Annex C)\*** notarized by the following authorized officials:  
*President; Vice President; Members and Secretaries of both Houses of Congress; Members of the Judiciary; Secretaries of the Departments; provincial governors and lieutenant-governors; city mayors; municipal mayors; bureau directors; regional directors; clerk of courts; registrar of deeds; other civilian officers in the public service of the government of the Philippines whose appointment are vested in the President and are subject to confirmation by the Commission on Appointments; all other constitutional officers; punong barangay; and notaries public (Reference: Section 41 of R.A. 10755)*
- L. Other documents as may be required by the HRMPSB, including but not limited to portfolio.

**GENERAL REMINDERS:**

- Prior to submission of documents, applicants are advised to read the qualification standards and performance requirements set for the position to initially assess the fitness of their profile to the required standards.
- Use a long brown folder with the corresponding lettered tab as indicated above.
- **Applicants who fail to submit the required documents within the given deadline SHALL NOT BE INCLUDED in the official pool of applicants.**
- Updates relative to application shall be provided via email and SMS. Hence, we encourage all applicants to keep their line of communication active for updates.
- Now, we assume that you are already aware of the documentary requirements, please submit your application to the **Administrative Officer II** assigned in your school on or before **December 19, 2025**.
- Submitted applications shall be forwarded by the **Administrative Officers II** to the **Personnel Section**, through the **Records Section**, on or before **2:00 PM** of **December 22, 2025**.
- Failure to submit the complete mandatory documents (Letters A to J) on the set deadline indicated above shall not be included in the pool of official applicants.

**The Department of Education – Schools Division of Lanao del Norte adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.**



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## CHECKLIST OF REQUIREMENTS

Annex C-1

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 NCOIs			

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.