



September 9, 2025

DIVISION MEMORANDUM

No. 511 s. 2025

**ANNOUNCEMENT OF VACANCY FOR
MASTER TEACHER I (Elementary)**

To: Assistant Schools Division Superintendent
Division Chiefs
Section/Unit Heads
All Others Concerned

1. This office calls for the submission of applications for Master Teacher I positions at Elementary Level. 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”*.

2. The following Qualification Standards (QS) shall be considered in the initial evaluation of the applicants. Only those who meet the minimum QS may proceed to further evaluation. Applicants found to fall short of the minimum QS shall be disqualified.

Qualification Standards

Position Title	SG	Monthly Salary	Qualification Standards					Place of Assignment
			Education	Training	Experience	Eligibility	Competency	
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 (Proficient Teacher)	5 years teaching experience	RA 1080, as amended (Teacher-Elementary/ Secondary)	21 Proficient COIs at Outstanding 8 Proficient NCOIs at VS and 8 Proficient NCOIs at Outstanding	Elementary



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Additional Qualification: knowledgeable in Computer Operation such as but not limited to Microsoft Excel, Word, PowerPoint and Publisher.

3. This office fully implements the EQUAL EMPLOYMENT OPPORTUNITY POLICY; hence, all qualified applicants shall be given due consideration for employment regardless of age, sexual orientation, gender, disability, ethnicity, religion, political affiliation, among others.
4. All interested applicants shall submit the following documentary requirements to the **RECORDS SECTION** on or before **September 22, 2025** at **2:00PM**. Applicants are also required to register via the link <https://tinyurl.com/LDN-MTCHR1Elem-092025> after submitting their respective application papers.

Mandatory Requirements:

- a. Letter of intent addressed to the SDS containing Statement of Purpose/Expression of Interest and Learning area they intent to teach.
- b. Duly accomplished PDS (*CS Form No. 212, Revised 2025*) with Work Experience Sheet <https://tinyurl.com/CSF212-2025>
- 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 Transcript of Records (TOR), at least Master's Degree in Education, Educational Leadership, Educational Management, or any relevant subject/learning area.
- g. Photocopy of duly signed Service Record or Certificate of Employment.
- h. Photocopy of latest appointment
- i. Photocopy of certificate/s of relevant specialized trainings or professional development programs acquired after the last promotion but within the last five (5) years.
- j. 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. The latest performance rating shall cover one (1) year complete performance rating period in the current position)
- 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 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. <https://tinyurl.com/DO202024Annex-C1>



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1. 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. Individuals who failed to submit complete mandatory documents on the set deadline indicated above 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 shall not warrant exclusion from the pool of official applicants.
6. Documents submitted that are original/certified thru copy will not be accepted except for Intent Letter, PDS and Omnibus Sworn Statement.
7. No additional documents shall be accepted after the deadline.
8. All official applicants shall be assigned with an application code.
9. For information, guidance, and wide dissemination.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent