



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

February 23, 2023

DIVISION MEMORANDUM

No. 048 s. 2023

RANKING OF APPLICANTS FOR MASTER TEACHER I and II POSITIONS

TO: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors/District Caretakers
Elementary and Secondary School Heads
All Others Concerned

1. The Office announces the call for ranking of Master Teacher I and II (Elem and Sec) positions in the Schools Division of Cebu Province, adhering to the hiring guidelines as stipulated in **DepEd Order No. 19, s.2022, "The Department of Education Merit Selection Plan"**.
2. *All interested qualified applicants are enjoined to thoroughly read the contents of **Division Memorandum No. 161, s. 2021** entitled "**Dissemination to Prospective Master Teacher Aspirants on Pertinent Documents to be Prepared**" to be guided in the submission of pertinent documents to support the application for said positions.*
3. Refer to Enclosure 1 for the Qualification Standards for Master Teacher I and II positions.
4. Applicants who do not meet the qualification standards set for the vacant positions are automatically disqualified to advance in the screening process.
5. Applicants for promotion must have at least **one (1) complete RPMS cycle (at least Very Satisfactory)** of the present position before he/she can apply for the next higher position.
6. Training certificates must be taken in the last **five (5) years** supported by an **implementation plan and outputs/accomplishment reports** signed by authorized signatories aligned to **individual and professional development plans**.
7. Applicants shall prepare one (1) folder containing pertinent documents which are certified true copies of the original documents to be submitted to the Human Resource Management Unit. Applicants are required to bring the original documents during the scheduled validation/assessment or evaluation of documents.

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Address: IPHO Bldg., Sudlon, Lahug, Cebu City
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8. The pertinent documents are to be arranged and fastened in a white folder with proper tabbing.
9. Additional documents submitted after the deadline shall not be accepted unless the Human Resource Merit and Promotion Selection Board (HRMPSB) requires additional documents which are not herein listed to substantiate the claims of applicants.
10. Late submission of documents and applications is **DISCOURAGED** and/or **NOT ALLOWED**.
11. Applicants for the positions mentioned shall accomplish the Data Privacy Consent Form relative to the posting of the ranking results for the position applied. Refer to the attached form (Enclosure 2).
12. Secondary School Heads are enjoined to submit a List of Junior High School Teachers by major fields of specialization for the Division Office to determine if the applicant can possibly supervise the required number of teachers as one of the requirements for promotion to the Master Teacher position. Refer to the attached template labeled Enclosure 3.
13. Master teachers in elementary should have at **least ten (10) teachers** to be supervised in a school, Division Office reserves the discretion to distribute master teachers **equitably** in all schools in the district. Overcrowding of master teachers in the central school is not allowed. Master teacher/s in secondary or high school are Plantilla/item-based, and there should be at least **five (5) or more teachers who shall be supervised by the said master teacher with the same specialization**, and whose Plantilla or item numbers are in the same school. **SDO Cebu Province has no more extension or annexed secondary schools.**
14. **Proposed organizational chart showing the names of the teachers with Plantilla or item numbers must be attached or submitted by the applicant duly signed by the school head and attested by the Public Schools District Supervisor.**
15. Enclosed is the schedule of activities for the ranking of vacant positions.
16. Applicants and the HRMPSB Committee members shall strictly comply at all times with all precautionary measures including but not limited to social distancing, wearing of face mask, etc.
17. All expenses incurred during the conduct of the activity shall be chargeable to **DIVISION/SCHOOL MOOE** subject to the usual accounting and auditing rules and regulations.
18. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.
19. Widest dissemination and guidance of this Memorandum is highly desired.

MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent



(Enclosure to Division Memorandum No. 048, s.2023)

SCHEDULE OF ACTIVITIES IN THE RANKING OF APPLICANTS FOR THE POSITIONS OF MASTER TEACHER I AND II (Elem/Sec) FOR CY 2023

Date	Venue	Time	No. of Working Days	Activities
March 20-24, 2023	Anywhere with internet connectivity	24 hours	5 days	Online application by the applicants www.depedcebuprovince.ph (http://112.198.193.182/)
March 20-24, 2023	Division Office – HR Unit	8:00am-5:00pm	5 days	Submission and Initial Assessment of applicants' pertinent documents (hard copy)
March 27-31, 2023	DepEd Ecotech Center	8:00am-5:00pm	5 days	- Orientation of the members of the Division HRMPSB Committee - Documents' Review by the Division HRMPSB Committee
April 3-5, 2023	DepEd Ecotech Center	8:00am-5:00pm	3 days	- Preparation of the Tentative Comparative Assessment Results, Final Review, Signing by the Division HRMPSB Committee, and Submission of the Tentative Comparative Assessment Results to the Appointing Authority
April 6-15, 2023	Division Office/conspicuous places	8:00am-5:00pm	10 days	Posting of results. Note: Request for corrections shall only be entertained during the posting period
April 17-19, 2023	Division Office	8:00am-5:00pm	3 days	Consolidation of points after corrections and Submission to the Appointing Authority
April 20, 2023 and onwards				On-site Validation of Applicants/Implementation Schedule

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Enclosure No.3 to Division Memorandum No. 048 s, 2021

Position	SG	Job Description	Education	Experience	Training	Eligibility
Master Teacher (Elem)	I 18	Provide curricular supervision in the area of specialization and provide technical assistance to co-teachers and assist school head as needed	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	Not required	PBET/LET /Teacher
Master Teacher (JHS)	I 18	Provide curricular supervision in the area of specialization and provide technical assistance to co-teachers and assist school head as needed	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major, and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	Not required	PBET/LET /Teacher
Master Teacher (SHS)	I 18	Provide curricular supervision in the area of specialization and provide technical assistance to co-teachers and assist school head as needed	For Academic Track: Master's degree in relevant strand/subject For TVL Track: Bachelor's degree or completion of technical-vocational course(s) in the area of specialization For Arts and Design: Bachelor's degree with appropriate major field/s of specialization based on school offerings	For Academic Track: 4 years relevant teaching/industry work experience For TVL Track: 1 year of teaching and 6 months of industry work experience For Arts and Design Track: 3 years relevant/industry work experience	For Academic Track: 8 hours of training relevant to the subject area of specialization For TVL Track: At least NC II + TMC I appropriate to specialization For Arts and Design Track: 8 hours of training relevant to the courses in the track	Applicants for a permanent position. RA 1080 (Teacher). If not RA 1080 eligible, they must pass the LET within 5 years after the date of first hiring.
Master Teacher (Elem)	II 19	Provide curricular supervision in the area of specialization and provide technical assistance to co-teachers and assist school head as needed	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education and 24 units for a Master's degree in Education or its equivalent	1 year Master Teacher I or 4 years as Teacher III.	4 hours of relevant training	PBET/LET /Teacher

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Master Teacher (JHS)	II	19	Provide curricular supervision in the area of specialization and provide technical assistance to co-teachers and assist school head as needed	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major, and 24 units for a Master's degree in Education or its equivalent	1 year Master Teacher I or 4 years as Teacher III.	4 hours of relevant training	PBET/LET /Teacher
Master Teacher (JHS)	II	19	Provide curricular supervision in the area of specialization and provide technical assistance to co-teachers and assist school head as needed	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major, and 24 units for a Master's degree in Education or its equivalent	1 year Master Teacher I or 4 years as Teacher III.	4 hours of relevant training	PBET/LET /Teacher

**No guidelines / issuances yet from DepEd, Central Office for the reclassification to Master Teacher position for Senior High School Teachers.*

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LIST OF ADDITIONAL DOCUMENTARY REQUIREMENTS IN THE APPLICATION FOR MASTER TEACHER I AND II POSITIONS FOR CY 2023

1. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
2. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable"
3. Photocopy of valid and updated PRC License/ID, if applicable
4. Photocopy of Certificate of Eligibility/Report of Rating, if applicable
5. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
6. Photocopy of Certificate/s of Training, if applicable
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
8. Photocopy of latest appointment, if applicable
9. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year of performance prior to the assessment, if applicable
10. 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)
11. Other documents as may be required for comparative assessment:
 - a. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment
 - b. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled
 - c. Photocopy of Latest Appointment, if applicable (for promotion)
 - d. Latest Certification of Unliquidated Cash Advances, if applicable
 - e. **Other documents as may be required by the head of office/HRMPSB (during in-depth validation/verification)**

NOTE: Refer to Division Memorandum No. 161, s.2021 for additional documents to support application for Master Teacher I and II positions.

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Human Resource Merit Promotion & Selection Board (HRMPSB)

DATA PRIVACY CONSENT FORM

We at the HRMPSB are committed to provide you with services that are compliant to the Data Privacy Act (RA 10173) including its IRR as well as the other guidelines and issuances by the National Data Privacy Commission (NPC).

Processing of Personal Data:

The personal information being collected which may include your name, contact numbers, email address, home and office address, photos, birthdate and the like, may be used for (1) ranking purposes only; (2) monitoring the update of your application; (3) sending notifications/updates; and (4) other similar activities, in connection to your application for employment or promotion. Said information will only be used for activities related to recruitment, selection and appointment and will not be shared by other agencies. For posting in the agency website, **only the names will be indicated** (birthdates, contact numbers will not be included), **if an employee/applicant provides written objection to the posting of names on the website or agency's bulletin board, numeric or alphabetic coding may be resorted to.** Information may be used further by the agency for research and for statistical purposes only.

Data Protection:

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal information which we collected. Only authorized personnel (HR Unit) are permitted and have access to the collected information who will treat any confidential information under strict confidentiality. In case of a breach, HRMPB shall notify you and inform the National Privacy Commission (NPC) in accordance with the NPC Circular 16-03 or Personal Data Breach Management. Personal information collected are stored and later disposed of via shredding and permanently deleted in our electronic files in accordance with R.A. No. 9470 otherwise known as National Archives of the Philippines Act of 2007.

Rights of the Data Subject:

As the Data Subject, you have the right to be informed of the personal information being collected, processed, and stored by HRMPB as well as to access, object, rectify, and block the same. For questions or concerns, you may contact the HR Unit for further details.

I have read this form, understood its contents, and consent to my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

(Signature over Printed Name)

Applicant

hrmpsb/vay2023



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LIST OF JUNIOR HIGH SCHOOL TEACHERS ACCORDING TO FIELDS OF SPECIALIZATION

Name of School: _____
 District : _____

Subject	Position	Existing Master Teacher Supervising per subject <i>(Indicate the name of Master Teacher and position if there is any. Indicate None if there is no MT supervising the teachers)</i>
ENGLISH		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
SUBTOTAL		
MATH		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
SUBTOTAL		
FILIPINO		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
SUBTOTAL		
SCIENCE		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
SUBTOTAL		
ARALING PANLIPUNAN		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
SUBTOTAL		
TLE		
1.		
2.		
3.		
4.		

5.		
6.		
7.		
SUBTOTAL		
ESP		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
SUBTOTAL		
MAPEH		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
SUBTOTAL		
GRAND TOTAL		

Submitted by:

Name of School Head and Position