



Republic of the Philippines
Department of Education

Negros Island Region
SCHOOLS DIVISION OF ESCALANTE CITY



August 5, 2026

DIVISION MEMORANDUM

No. 322, s. 2026

CALL FOR APPLICATIONS FOR MASTER TEACHER I AND MASTER TEACHER II POSITIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division of Escalante City announces the opening of the recruitment and selection process for **Master Teacher** positions due to natural vacancies, to wit:

LEVEL	POSITION	SCHOOL ASSIGNMENT	SPECIALIZATION
Elementary	Master Teacher II	Buenavista ES	General Education
		*Libertad ES	
	Master Teacher I	Rizal ES	
		Escalante ES	
		Malasibog IS	
		Paitan IS	
Junior High School	Master Teacher II	Escalante NHS	Values Education
			MAPEH
			English
	Master Teacher I		*Values Education
			*Araling Panlipunan
			Mathematics
		Mabini NHS	MAPEH
			English
		Buenavista NHS	Science
			Araling Panlipunan

Schools and subject areas marked with an asterisk (*) are subject to the movement of promotional Master Teacher I (MT I) items in anticipation of vacancies arising from the promotion of MT I incumbents to Master Teacher II (MT II) positions. However, if the successful applicant for the MT II position is not promoted from the MT I rank, the corresponding publication of the MT I item for the school or subject area marked with an asterisk shall be deemed automatically null and void.

Applicants shall clearly indicate in their Letter of Intent the specific school to which they are applying. Applicants for Junior High School positions shall likewise specify their area of specialization in the same letter.



Barangay Hacienda Fe, Escalante City, Negros Occidental
Telephone Nos. (034) 445-9704/445-2686
Email Add: escalante.city001@deped.gov.ph
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2. The recruitment and selection procedures and criteria for the **Master Teacher I** and **Master Teacher II** positions shall be governed by **DepEd Order No. 20, s. 2024**, entitled "**Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions.**" The **qualification standards** for these positions shall be based on **DepEd Order No. 19, s. 2025**.

3. The assignment of Elementary Master Teachers shall not be considered station-specific. The identification of school assignments shall be undertaken solely for the purpose of rationalizing and ensuring the equitable distribution of Master Teachers across the Division, taking into consideration the needs and requirements of the schools.

4. For Junior High School positions, the applicant's area of specialization may be considered based on relevant postgraduate or graduate studies. However, specialization may likewise be established through relevant teaching experience, particularly the number of years handling the subject area, as well as through participation in pertinent trainings, seminars, and professional development activities related to the specialization.

5. Qualified and interested individuals are hereby invited to apply for the Master Teacher I and Master Teacher II positions. Applicants shall submit two (2) sets of complete application documents, each filed in a separate folder and containing clear and legible copies of all required documentary requirements. The application documents shall be submitted to the school, through the School Head, on or before **5:00 PM of August 21, 2026**. Each application folder shall contain the following documents:

- a. (Original) Letter of intent **indicating the position and school applied for** addressed to:

PETER J. GALIMBA
OIC, Schools Division Superintendent

Through: School Head

- b. Notarized CSC Form 212 (Revised 2025) with the latest prescribed photo (Original);
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Photocopy of valid 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
- i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;



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- 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 DO 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 the 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.
6. Please ensure that the documents are properly tabbed and labeled for clarity.
7. The **Cluster HRMPSB Sub-Committee** shall conduct the initial evaluation of the submitted application documents and may require applicants to submit additional Means of Verification (MOVs), as necessary. The results of the initial evaluation, together with the complete application documents, shall be submitted to the Division HRMPSB through the **Records Section on or before 5:00 PM of August 28, 2026**.
8. In consonance with RA No. 8792 or the “Electronic Commerce Act of 2000” which provides that “electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and 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,” online submission of electronic copies of the above enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification. Clear scanned copy of the application documents indicated in the succeeding item shall be submitted on or before the deadline to escalante.city001@deped.gov.ph.
9. Qualified applicants for Master Teacher positions who were included in the comparative assessment but were not promoted due to natural vacancy may be recommended for reclassification of positions, subject to availability, based on the determination of teacher ratios.



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10. It is imperative to emphasize that applicants bear full responsibility and accountability for the authenticity and accuracy of the documents submitted, as indicated in the Omnibus Sworn Statement. Any submission of false or fraudulent documents will result in immediate disqualification.
11. In adherence to the Equal Employment Opportunity Policy of the Civil Service Commission and to the principles of merit, fitness, fairness, and equality in hiring, this Office highly encourages qualified person with disability (PWD), members of indigenous communities, and those from any Sexual Orientation and Gender Identities (SOGI), political and religious affiliation to apply.
12. Other activities related to the selection process such as but not limited to the assessment of potential, skills test, and/or interview shall be communicated to all qualified applicants after the preliminary evaluation of application documents in separate issuances.
13. Expenses for the meals and snacks of the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) in relation to the conduct of the recruitment and selection activities are chargeable to the Division MOOE, subject to availability of funds and to the usual accounting and auditing rules and regulations.
14. Immediate and wide dissemination of and adherence to the content of this Memorandum are desired.


PETER J. GALIMBA
OIC, Schools Division Superintendent

Reference : as stated
Enclosure : CS Form 9, Qualification Standards and other details of the vacancies
Checklist of Requirements, Omnibus Sworn Statement and Data Privacy Consent
Rating Sheet for Master Teacher I and Master Teacher II positions
Allotment : Division Order No. 2, 2015

To be indicated in the perpetual index under the following subjects:

Higher Teaching Positions MSP HRMPSB Cluster Sub-Committee



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REQUEST FOR PUBLICATION OF VACANT POSITIONS

TO: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at DepEd, Schools Division of Escalante City:

PETER JULIUS B. PELLOTAS
Administrative Officer IV
Personnel Section

Date: August 05, 2026

No.	Position Title (Parenthitical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency/ Area of Specialization/ Residency Requirement (if applicable)	
1	MASTER TEACHER II - ELEMENTARY	OSEC-DECSB-MTCHR2-420016-2011	19	59153	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 and 1 year relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher- Elementary/Secondary)	N/A	Schools Division of Escalante City



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Escalante City, Negros Occidental, Philippines



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2	MASTER TEACHER I ELEMENTARY	OSEC-DECSB-MTCHR1-423464-1998	18	53818	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)	N/A	Schools Division of Escalante City
3	MASTER TEACHER I ELEMENTARY	OSEC-DECSB-MTCHR1-420078-2012	18	53818	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)	N/A	Schools Division of Escalante City



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Escalante City, Negros Occidental, Philippines



Electronic copy to be submitted to the
CSC FO must be in MS Excel Format

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4	MASTER TEACHER I ELEMENTARY	OSEC-DECSB-MTCHR1-420110-2022	18	53818	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)	N/A	Schools Division of Escalante City
5	MASTER TEACHER I ELEMENTARY	OSEC-DECSB-MTCHR1-423428-1998	18	53818	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)	N/A	Schools Division of Escalante City



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6	MASTER TEACHER II - JUNIOR HIGH SCHOOL	OSEC-DECSB-MTCHR2-420001-2007	19	59153	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 and 1 year relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher- Secondary)	N/A	Escalante National High School
7	MASTER TEACHER II - JUNIOR HIGH SCHOOL	OSEC-DECSB-MTCHR2-420014-2012	19	56390	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 and 1 year relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher- Secondary)	N/A	Escalante National High School



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8	MASTER TEACHER I - JUNIOR HIGH SCHOOL	OSEC-DECSB-MTCHR1-420237-2020	18	53818	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)	N/A	Escalante National High School
9	MASTER TEACHER I - JUNIOR HIGH SCHOOL	OSEC-DECSB-MTCHR1-420002-2007	18	53818	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)	N/A	Buenavista National High School



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10	MASTER TEACHER I - JUNIOR HIGH SCHOOL	OSEC-DECSB-MTCHR1-420235-2020	18	53818	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)	N/A	Buenavista National High School
11	MASTER TEACHER I - JUNIOR HIGH SCHOOL	OSEC-DECSB-MTCHR1-420234-2020	18	53818	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)	N/A	Buenavista National High School



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12	MASTER TEACHER I - JUNIOR HIGH SCHOOL	OSEC-DECSB-MTCHR1-420239-2020	18	53818	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)	N/A	Mabini National High School
13	MASTER TEACHER I - JUNIOR HIGH SCHOOL	OSEC-DECSB-MTCHR1-420093-2020	18	53818	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)	N/A	Mabini National High School



Qualified and interested individuals are hereby invited to apply for the Master Teacher I and Master Teacher II positions. Applicants shall submit two (2) sets of complete application documents, each filed in a separate folder and containing clear and legible copies of all required documentary requirements. The application documents shall be submitted to the school, through the School Head, on or before **5:00 PM of August 21, 2026**. Each application folder shall contain the following documents:

- (Original) Letter of intent **indicating the position and school applied for** addressed to: **PETER J. GALIMBA**, OIC, Schools Division Superintendent. Through: **School Head**
- Notarized CSC Form 212 (Revised 2025) with the latest prescribed photo (Original);
- Photocopy of Voter's ID and/or any proof of residency;
- Photocopy of valid PRC license/ID;
- Photocopy of Certificate of Board Rating;
- Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
- Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- Photocopy of latest appointment
- Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
- 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 DO No. 20, s. 2024. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and the 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
- 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.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

INDIVIDUAL EVALUATION SHEET (IES)

Name of Applicant: _____ Application Code: _____
Position Applied For: _____
Schools Division Office: _____
Contact Number: _____
Job Group/ SG- Level: _____

Education	10			
Training	10			
Experience	10			
Performance	30			
PPST Classroom Observable Indicators (Classroom Observation)	25			
PPST Non-Classroom Observable Indicators (Portfolio Annotation and BEI)	15			

I hereby attest to the conduct of the application and assessment process in accordance with the applicable guidelines; and acknowledge, upon discussion with the Human Resource Merit Promotion and Selection Board (HRMPSB), the results of the comparative assessment and the points given to me based on my qualifications and submitted documentary requirements for the _____ (position) under _____ (office where the vacancy exists).

Furthermore, I hereby affix my signature on this Form to attest to the objective and judicious conduct of the HRMPSB evaluation through Open Ranking System.

Name and Signature of Applicant
Date:

Attested:

HRMPSB Chair

CHECKLIST OF REQUIREMENTS

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-in by the applicant) (Check/Indicate)	Verification (To be filled-in by the HRM/HR Office/subordinate)	
		Status of Submission (Check/Indicate)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility / Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. 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)			
k. Other documents as may be required for comparative assessment:			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION ON AUTHENTICITY AND VERACITY

I hereby certify that all information above is 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.

Subscribed and sworn to before me this _____ day of _____, year _____.

I HEREBY CERTIFY that I have personally examined the affiant and that I am satisfied that s/he voluntarily executed and understood his/her affidavit.

In accordance with Republic Act No. 8762 or the Electronic Commerce Act of 2000, electronic documents shall have the legal effect, validity and enforceability as any other document or legal writing and shall be given the same legal effect and enforceability as a written document if the said document is signed electronically and the signature is made in a manner that is capable of being used for subsequent reference.