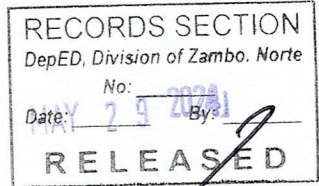




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

May 28, 2024

**Division Memorandum**  
No. 291 s. 2024

**CALL FOR APPLICANTS FOR VACANT MASTER TEACHER (*ELEMENTARY and SECONDARY*) POSITIONS IN DEPED, DIVISION OF ZAMBOANGA DEL NORTE**

**To: Public Schools District Supervisors  
School Heads for Elementary and Secondary Level  
Administrative Officer II  
All Others Concerned**

1. In line with Schools Division Office D4D (Decentralization, Devolution, Delegation and Deputization), where the conduct of primary selection of lower positions is decentralized and localized at the district level, this Division invites all interested and qualified applicants for the vacant Master Teacher I and Master Teacher II positions stipulated in Enclosure No. 1.
2. All interested and qualified applicants should signify their interest in writing. Applicants are advised to submit a **sequenced, numbered and organized pertinent documents with complete and correct tabbing per applicable checklist fastened in a white folder**. The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification per DepEd Order (No. 19 s. 2022).
3. **Applicants are required to secure Division Unique Application Number (Link found in Enclosure No. 4**
4. All qualified applicants must submit their pertinent documents for application to the **preferred districts through the Office of the Public School District Supervisor c/o District Designated Administrative Officer II on or before June 7, 2024, Friday until 5:00pm only**. Pursuant to DO 7 s. 2023, failure to submit mandatory documents on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.
5. The hiring and promotion process for Master Teacher positions will adhere to the criteria and point system outlined in **Mec 10, s. 1979, "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers"**.



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6. The following enclosures contain the information, procedures and timeline:
  - **Enclosure No. 1** – List of Vacancies
  - **Enclosure No. 2** – CSC Prescribed Minimum Qualification Standard
  - **Enclosure No. 3** – Timeline of Activities
  - **Enclosure No. 4** – Submission of Application Process Flow
  - **Enclosure No. 5** – Checklist of Requirements
  - **Enclosure No. 6** – Score Sheet
7. This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts.
8. This Division adheres to the Equal Employment Opportunity Principle (EEOP), thus, there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORAOHRA), Rule IX, Sec.83).
9. For information, guidance and compliance.

**ROY C. TUBALLA EMD, JD, CESO V**  
Schools Division Superintendent

*PSU/gdm/CallforApplicantsforMasterTeacher/May 28, 2024*



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Enclosure No.1 to DM No. 291 , s.2024

**LIST OF VACANCIES**

**ELEMENTARY**

No.	DISTRICT	Plantilla Item No.	Position	No. of Vacancy		Vice
				MT 1	MT2	

**CLUSTER I**

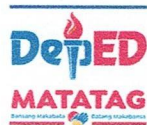
1	S. OSMEÑA I	OSEC-DECSB-MTCHR2-570435-1998	<b>MASTER TEACHER II</b>		1	PALOMARES, MELISSA CALAGO,retired
2	SIBUTAD	OSEC-DECSB-MTCHR1-570007-2009	<b>MASTER TEACHER I</b>		1	BANDOLIS, NELSIE BAID,retired
3	SIBUTAD	OSEC-DECSB-MTCHR1-571552-1998	<b>MASTER TEACHER I</b>		1	AGEAS, FLODELINA ONGUE,retired

**CLUSTER II**

4	KATIPUNAN I	OSEC-DECSB-MTCHR2-570420-1998	<b>MASTER TEACHER II</b>		1	CABULONG, MYRNA CAMPOMANES,retired
5	MANUKAN I	OSEC-DECSB-MTCHR1-571664-1998	<b>MASTER TEACHER I</b>		4	ABRIA, JOFRE BARRERA,retired
6		OSEC-DECSB-MTCHR1-571663-1998				CADUNGOG, MELINDA FUERZAS,retired
7		OSEC-DECSB-MTCHR1-571665-1998				SUASULA, ROSEMARIE RECAPENTE,retired
8		OSEC-DECSB-MTCHR1-570039-2015 - (ALS)				VERDUGUEZ, MARISTEL PAGHASIAN,deceased
9	ROXAS II	OSEC-DECSB-MTCHR1-570058-2011	<b>MASTER TEACHER I</b>		1	RENDON, THYMNA CABALIDA,promoted
10	ROXAS II	OSEC-DECSB-MTCHR2-570006-2012	<b>MASTER TEACHER II</b>		1	CASTILLO, MARIETTA BAE,retired

**CLUSTER III**

11	SIAYAN DISTRICT	OSEC-DECSB-MTCHR1-571538-1998	<b>MASTER TEACHER I</b>		1	ANADEO, FE VILLON,retired
12	SINDANGAN NORTH	OSEC-DECSB-MTCHR1-571680-1998	<b>MASTER TEACHER I</b>		1	ADRIATICO, SUSANA CAÑETE,retired



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13	MANUKAN I	OSEC-DECSB-MTCHR1-571521-1998	<b>MASTER TEACHER I</b>	1		DINAWANAO, LUCIANA BAGASINA,retired
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**CLUSTER IV**

14	BACUNGAN	OSEC-DECSB-MTCHR2-570002-2009	<b>MASTER TEACHER II</b>		1	TAMAYOR, ELSIE AYONG,retired
15		OSEC-DECSB-MTCHR1-571609-1998	<b>MASTER TEACHER I</b>	1		MANLIQUEZ, MARICEL SOLITO,promoted
16	LILOY I	OSEC-DECSB-MTCHR1-570053-2010	<b>Master Teacher I</b>	2		EGO OGAN, TERESITA PAEZ,retired
17		OSEC-DECSB-MTCHR1-571653-1998	<b>Master Teacher I</b>			TUMILAS, JOEL PAMAGAN,promoted
18	LILOY II	OSEC-DECSB-MTCHR1-570046-2007	<b>Master Teacher I</b>	1		PACARO, WILFREDA TALABOC,retired
19		OSEC-DECSB-MTCHR2-570428-1998	<b>Master Teacher II</b>		1	TORMIS, EMMA MONTANO,retired
20	SALUG I	OSEC-DECSB-MTCHR1-570022-2016	<b>Master Teacher I</b>	1		TABILIRAN, MARY JOAN NARDO,promoted
21	SALUG II	OSEC-DECSB-MTCHR1-571537-1998	<b>MASTER TEACHER I</b>	1		DUTERTE, MIRASOL CLAMOHOY,retired
22	GODOD	OSEC-DECSB-MTCHR1-570053-2013	<b>MASTER TEACHER I</b>	1		GEPITULAN, LEVIBOY CALUINSAG,promoted
23	SIBUCO	OSEC-DECSB-MTCHR1-571548-1998	<b>MASTER TEACHER I</b>	1		CUEVAS, NELDA PANIMBANG,promoted

**CLUSTER V**

24	GUTALAC I	OSEC-DECSB-MTCHR1-570037-2014	<b>Master Teacher I</b>	1		TIMOSA, ARLYN,promoted
25		OSEC-DECSB-MTCHR2-570055-2013	<b>Master Teacher II</b>		1	PLANTERAS, ELSA AGDA,promoted
26	LABASON	OSEC-DECSB-MTCHR2-570001-2014	<b>MASTER TEACHER II</b>	3		TEMPLADO, ELSIE DIGAMON,retired
27		OSEC-DECSB-MTCHR2-570062-2021				BALAI, MARY JEAN ROMBINES,retired
28		OSEC-DECSB-MTCHR2-570006-2014				AMORA, FLORA BAGO,retired



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29	LABASON	OSEC-DECSB-MTCHR1-571640-1998	<b>Master Teacher I</b>	1		CAMPO, MAGDALINA VELASCO, promoted
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**CLUSTER VI**

30	SIOCON	OSEC-DECSB-MTCHR2-570415-1998	<b>MASTER TEACHER II</b>		1	PALACAY, SUSAN CODOY
31		OSEC-DECSB-MTCHR1-570067-2017	<b>Master Teacher I</b>	1		GALO, CONCEPCION PACTOL

**21 10**

**Add:**

**32. Master Teacher I - OSEC-DECSB-MTCHR1-570011-2012 vice CAGAS, MARIVIC JUGO, promoted**

**SECONDARY**

No.	DISTRICT	School Assignment	Plantilla Item No.	No. of Vacancy		Vice
				MT1	MT2	

**CLUSTER II**

1	KATIPUNAN I	OSEC-DECSB-MTCHR2-570023-2012	<b>MASTER TEACHER II</b>		2	LOS BAÑOS, JULITO MACATONOG, retired
2		OSEC-DECSB-MTCHR2-570008-2004	<b>MASTER TEACHER II</b>			SUMALPONG, ELENA VASQUEZ, retired

**CLUSTER III**

3	SINDANGAN CENTRAL	OSEC-DECSB-MTCHR1-570041-2015	<b>MASTER TEACHER I</b>	1		CABER, GERSOM ACAYLAR, deceased
4	SINDANGAN NORTH	OSEC-DECSB-MTCHR2-570005-2017	<b>MASTER TEACHER II</b>		1	AMIT, MA DELIA LASOLA, retired
5	SINDANGAN NORTH	OSEC-DECSB-MTCHR1-570015-2009	<b>MASTER TEACHER I</b>	2		ACERON, TERESITA LUY, retired
6	SINDANGAN NORTH	OSEC-DECSB-MTCHR1-570083-2017	<b>MASTER TEACHER I</b>			ALIP, MERLITA VILLAHERMOSA, retired



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**CLUSTER IV**

7	LILOY I	OSEC-DECSB-MTCHR1-572066-1998	<b>MASTER TEACHER I</b>	2		GRANADA, NENA TEMPLADO,retired
8		OSEC-DECSB-MTCHR1-570004-2017	<b>MASTER TEACHER I</b>			TOMIAL, ROSALIND ORILLA,promoted
9	SALUG I	OSEC-DECSB-MTCHR1-572061-1998	<b>MASTER TEACHER I</b>	2		DE GUZMAN, MARILY SALE,retired
10	SALUG I	OSEC-DECSB-MTCHR1-570051-2015	<b>MASTER TEACHER I</b>			ARCENO, TERESITA CASIPONG,retired
11	SALUG II	OSEC-DECSB-MTCHR2-570014-2011	<b>MASTER TEACHER II</b>		1	OBORDO, PAULINO Q.,retired

**CLUSTER V**

12	LABASON	OSEC-DECSB-MTCHR1-570017-2009	<b>MASTER TEACHER I</b>		1	CEREZO, LEONORA PASINABO,retired
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**CLUSTER VI**

13	BALIGUIAN	OSEC-DECSB-MTCHR1-570125-2019	<b>MASTER TEACHER I</b>	2		NERI, CAROLYN MAGALLANES,retired
14		OSEC-DECSB-MTCHR1-570124-2019				PA-A, IMELDA MONTINA,retired
15	SIBUCO	OSEC-DECSB-MTCHR1-570036-2012	<b>MASTER TEACHER I</b>		1	LUIS, MA. SOCORRO P.,retired

**11 4**



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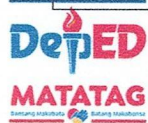
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No.2 to DM No. 291, s.2024

## CSC QUALIFICATION STANDARD

POSITION TITLE	SALARY GRADE	QUALIFICATION			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>ELEMENTARY</b>  <b>MASTER TEACHER I</b>	<b>18</b>	BEED or Bachelor's degree plus 18 professional units in Education;and 18 units for a Master's Degree in Education or its equivalent	None required	3 years relevant experience	PBET;Teacher
<b>MASTER TEACHER II</b>	<b>19</b>	BEED or Bachelor's degree plus 18 professional units in Education;and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher I	PBET;Teacher



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<p><b>SECONDARY – JUNIOR HIGH SCHOOL</b></p> <p><b>MASTER TEACHER I</b></p>	<p><b>18</b></p>	<p>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.</p>	<p>None required</p>	<p>3 years relevant experience</p>	<p>PBET;Teacher</p>
<p><b>MASTER TEACHER II</b></p>	<p><b>19</b></p>	<p>Bachelor's degree in Secondary Education; 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</p>	<p>4 hours of relevant training</p>	<p>1 year as Master Teacher I</p>	<p>PBET;Teacher</p>



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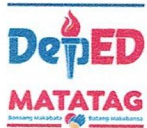
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Enclosure No.3 to DM No. 291, s.2024

**TIMELINE OF ACTIVITIES**

DATE	ACTIVITY
May 28, 2024 (Tuesday) 8:00AM-5:00pm	Submission of Application Documents
June 7, 2024 (Friday) 8:00am-5:00pm	Deadline for Submission of Application Documents
June 3, 2024 (Monday) 9:00am	Online Orientation for all interested qualified applicants (via official FB Page: DepEd Tayo - Schools Division of Zamboanga del Norte)
June 10-14, 2024	INITIAL EVALUATION REPORT (IER)
June 17-19, 2024 (Monday-Wednesday) 8:00am-5:00pm	Comparative Assessment/Issuance of IES/Preparation of CAR
June 21, 2024 (Friday)	Submit the CAR to the Appointing Authority
June 24, 2024 (Monday)	Post the CAR in three (3) conspicuous places



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Enclosure No.4 to DM No. 291, s.2024

**SUBMISSION OF APPLICATION PROCESS FLOW**

1. Qualified applicants are advised to follow the procedure for the submission of application documents as stated:

1.a Obtain Division Unique Applicant Number (DUAN) by creating initial registration of application through **depedzn.net** or <https://depedzn.net/appreg>

1.b. Update Personal Information

1.c. Click Apply Now

1.d. Select desired Position

1.e. Click **Apply Now** Button

1.f. Select District

1.g. Select School/Office and click Continue

1.h. Click Print Applicant Profile

1.i. Download and Print (Attach Printout in the Application Documents)



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 5 of DM No. 291 s. 2024

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_ DUAN: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 School of the Position Applied for.: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( ) Solo Parent: Yes ( ) No ( )

**Instruction: Initial assessment of documents should be done in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.**

BASIC REQUIREMENTS	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 Head of Office, or to the highest human resource officer			
b. 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			
c. Duly accomplished PDS (CS Form 212, Revised 2017) with work experience Sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ;			
d. Photocopy of valid and updated PRC License/ID, if applicable			
e. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
f. 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			
g. Photocopy of Certificate/s of Training, if applicable			
h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
i. IPCRF and Certification of Performance Rating for the Last Three Years duly signed by the Administrative Officer V (Helen Tangon) (REF:MEC10, s. 1979)			
j. Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
k. Approved General School Program or SF 7			
<b>DOCUMENTS FOR LEADERSHIP, POTENTIAL and ACCOMPLISHMENT</b>			
<b>a. Introduced any of the following which has been ADOPTED or USED by the school or district.</b> <ul style="list-style-type: none"> <li>Report on the use of the curriculum or instructional materials/effective teaching techniques or strategies/simplification of work/income generating project submitted to the School Head and corroborated by at least 3 teachers with attachments (lesson plans, pictures, outputs, instructional materials, etc.)</li> </ul>			
<b>b. Served efficiently and effectively as subject coordinator, grade chairman for at least 1 year, or as adviser of school publication or organization for 2 years.</b> <ul style="list-style-type: none"> <li>Accomplishment report signed by School Principal and corroborated by at least 3 teachers of the department or grade level with the following attachments (pictures, designation/certification with inclusive dates, school paper for school publication adviser)</li> </ul>			
<b>c. Served as chairman of a special committee* such as curriculum study committee, committee to prepare instructional materials, committee to prepare school program**, and discharged the work efficiently.</b> <ul style="list-style-type: none"> <li>Report of activities as chairman of the committee signed by the School Principal and corroborated by at least three members of the committee with attachments (any applicable MOV such as sample instructional materials, etc)</li> </ul>			
<b>d. Initiated or headed an educational research activity duly approved by the educational authorities either for improvement of instruction, for community development or teacher welfare.</b> <ul style="list-style-type: none"> <li>A copy of a completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.</li> </ul>			

(Reference: MECS ORDER NO. 10, S. 1979 and DECS ORDER NO. 57, S. 1997)



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<p><b>e. Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. at least two years.</b></p> <ul style="list-style-type: none"> <li>Report signed by the head where said project/activity was conducted corroborated by at least three members of the agency/community/barangay with the following attachments (Certification as coordinator or member where said project/activity, program or schedule of activities, picture, etc.</li> </ul>			
<p><b>f. Organized/managed an in-service activity or other similar activity at least on the school level. (Note: pax should be teachers or other school personnel)</b></p> <ul style="list-style-type: none"> <li>Activity/Training Completion Report submitted to the School Principal corroborated by at least 3 teachers with attachments (approved activity/training proposal, training matrix, attendance sheets of participants, pictures</li> </ul>			
<p><b>g. Credited with meritorious award achievements such as coach of contestants who receive prizes, commendations or any form of recognition/ Athletic coach of athletes or teams who won prizes/Coordinator of Boy Scout or Girl Scout Activities.</b></p> <ul style="list-style-type: none"> <li>Certificate, plaque or any MOV reflecting the name of the teacher as trainer/coach with the name of contestant/athletes and the prize won; or</li> <li>Designation as Boy/Girl Scout Coordinator with report of BSP/GSP activity conducted at least in the school submitted to the Principal and corroborated by at least 3 teachers.</li> </ul>			
<p><b>h. Authorship</b></p> <ul style="list-style-type: none"> <li>A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMS or Division Learning Area Supervisor; or</li> <li>A copy of newspaper/magazine of wide circulation where authored article on education was published.</li> </ul>			
<p><b>1. DEMONSTRATION TEACHING</b>          Certificate of Recognition as Demo Teacher with other MOVs (Lesson Plan utilized in the demonstration teaching, learners' outputs, pictures during the demo, attendance sheets, etc)</p>			
<p><b>m. Other documents as may be required for comparative assessment:</b></p> <ul style="list-style-type: none"> <li>➤ Means of Verification (MOV) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.</li> <li>➤ 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.</li> </ul>			

Attested:

\_\_\_\_\_  
 HRMO/AO II Designate

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF 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 \_\_\_\_\_.

\_\_\_\_\_  
 Name and Signature of Applicant

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and (f)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.



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 Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
 FB: DepEd Tayo- Schools Division of Zamboanga del Norte

## Department of Education

**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

HRMPSB Copy

DUAN: 

Score Sheet for **MASTER TEACHER I to IV Positions** (NATURAL AND RECLASS)

Name of Applicant: \_\_\_\_\_

Position Applied: \_\_\_\_\_

Home Address: \_\_\_\_\_

Minimum QS: \_\_\_\_\_

Contact Number/E-mail: \_\_\_\_\_

CRITERIA	Maximum Score	Applicant's Score																																																
<b>A. Innovations</b>	<b>20</b>																																																	
<p>Introduced <b>ANY</b> of the following which has been adopted or used by the school/district/division</p> <p><b>1. Curriculum or Instructional Materials</b></p> <p>MOVs:</p> <p>a. Memorandum signed by the School Head, PSDS, and CID Chief or Surrogate EPS</p> <p>b. Certificate of Recognition signed by CID Chief / Surrogate EPS</p> <p>c. Lesson Plan reflecting the Strategies and approved by PSDS and Surrogate EPS</p> <p>d. Instructional Materials signed by the author and corroborated by at least three (3) teachers</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th>Submitted/Complied</th> <th>School (10)</th> <th>District (15)</th> <th>Division (20)</th> </tr> </thead> <tbody> <tr> <td>4 indicators</td> <td style="text-align: center;">10</td> <td style="text-align: center;">15</td> <td style="text-align: center;">20</td> </tr> <tr> <td>3 indicators</td> <td style="text-align: center;">6</td> <td style="text-align: center;">10</td> <td style="text-align: center;">15</td> </tr> <tr> <td>2 indicators</td> <td style="text-align: center;">3</td> <td style="text-align: center;">5</td> <td style="text-align: center;">10</td> </tr> <tr> <td>1 indicator</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">5</td> </tr> </tbody> </table> <p><b>2. Effective Teaching Technique</b></p> <p>MOVs:</p> <p>a. Memorandum signed by the School PSDS/CID Chief or Surrogate EPS</p> <p>b. Lesson Plan signed by the writer &amp; corroborated by at least three (3) teachers</p> <p>c. Certificate of Recognition signed by CID Chief / Surrogate EPS</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th>Submitted/Complied</th> <th>School (10)</th> <th>District (15)</th> <th>Division (20)</th> </tr> </thead> <tbody> <tr> <td>3 indicators</td> <td style="text-align: center;">10</td> <td style="text-align: center;">15</td> <td style="text-align: center;">20</td> </tr> <tr> <td>2 indicators</td> <td style="text-align: center;">7</td> <td style="text-align: center;">10</td> <td style="text-align: center;">15</td> </tr> <tr> <td>1 indicator</td> <td style="text-align: center;">3</td> <td style="text-align: center;">5</td> <td style="text-align: center;">10</td> </tr> </tbody> </table> <p><b>3. Simplification of work as in reporting system, record keeping, etc. or procedure that resulted in cost production</b></p> <p>MOVs:</p> <p>a. Approved Project Proposal by SDO and corroborated by at least (3) teachers</p> <p>b. Certificate of Recognition signed by SGOD Chief / CID Chief / Surrogate EPS</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th>Submitted/Complied</th> <th>School (10)</th> <th>District (15)</th> <th>Division (20)</th> </tr> </thead> <tbody> <tr> <td>3 indicators</td> <td style="text-align: center;">10</td> <td style="text-align: center;">15</td> <td style="text-align: center;">20</td> </tr> <tr> <td>1 indicator</td> <td style="text-align: center;">3</td> <td style="text-align: center;">5</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>	Submitted/Complied	School (10)	District (15)	Division (20)	4 indicators	10	15	20	3 indicators	6	10	15	2 indicators	3	5	10	1 indicator	1	2	5	Submitted/Complied	School (10)	District (15)	Division (20)	3 indicators	10	15	20	2 indicators	7	10	15	1 indicator	3	5	10	Submitted/Complied	School (10)	District (15)	Division (20)	3 indicators	10	15	20	1 indicator	3	5	10		
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**4. Worthwhile Income Generating Project (IGP) for LEARNERS given recognition by higher official in the division**

MOVs:

- a. Approved Project Proposal by SDO and corroborated by at least (3) teachers
- b. Certificate of Recognition signed by SGOD Chief /Surrogate SGOD Personnel

Submitted/Complied	School (10)	District (15)	Division (20)
2 indicators	10	15	20
1 indicator	6	10	15

**B. Chairmanship and Advisory (not considered part of the regular teaching load)**

12

Efficiently served on ANY of the following:

- 1. Subject Coordinator or Grade level chairman for at least one (1) year, OR
- 2. Adviser in any of the following for 2 years with satisfactory performance in Dramatic club, Glee club, Science Club pr other related organizations

MOVs:

- a. Official Designation signed by the SDS
- b. Certificate of Recognition signed by CID Chief / Surrogate EPS
- c. Accomplishment Report duly noted/certified by the School Head corroborated by at least 5 teachers; or Copy of the school/district publication for school paper adviser only

Submitted/Complied	School (10)	District (12)
3 indicators	10	12
2 indicators	7	9
1 indicator	4	6

**C. Chairmanship of Special Committee**

12

Has served ANY of the following:

- 1. Committee to prepare instructional materials, OR
- 2. Committee to prepare school program

MOVs:

- a. A designation as chairman of the committee signed and approved by School head and PSDS
- b. Certificate of Recognition signed by CID Chief / Surrogate EPS
- c. Outputs corroborated by at least three (3) teachers

Submitted/Complied	School (10)	District (12)
3 indicators	10	12
2 indicators	7	9
1 indicator	4	6

**D. Initiated / Headed School Research**

12

**Initiated or headed** an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare.

MOVs:

- a. Approved research proposal signed by the **SCHOOLS DIVISION RESEARCH COMMITTEE CHAIRMAN**
- b. Abstract of the research Proposal signed by SEPS for Planning and Research
- c. Certificate of Completion issued by the SDS and/or SEPS for Planning and Research

Submitted	District	Division
3 indicators	3	4
2 indicators	2	3
1 indicator	1	2

**E. Coordinator of ANY of the following for 2 YEARS**

12

1. Community Project (community-based, not school-based)
2. Program of Another Agency
3. Rural Service Improvement Activity in a community

MOVs:

- a. A designation as coordinator/project focal person/project proponent/ chairman duly signed by the head/chair/president of the lead agency or sponsor.
- b. Project proposal/write-up and terminal accomplishment report for the project duly approved by approving authorities and approved/noted by the ASDS/SDS.
- c. A certification of commendation/ recognition awarded to the proponent or member for the project may be included.

Submitted/Complied	Barangay (10)	Municipality (12)
3 indicators	10	12
2 indicators	7	9
1 indicator	4	6

**F. Organized/ managed as in-service activity/ other similar activities at least in the school level**

12

MOVs:

- a. Training design duly recommended and approved by the ASDS and SDS respectively.
- b. Memorandum for the conduct of the INSET
- c. Certificate of recognition/commendation maybe included.
- d. Certification of conduct of INSET by the School Head corroborated by 5 teachers
- e. Documents shall clearly show that the claimant is the organizer/initiator and/or program manager of the INSET

Submitted/Complied	School (10)	District (12)
5 indicators	10	12
4 indicators	8	10
3 indicators	6	8
2 indicators	4	6
1 indicator	2	4

**G. Credited with Meritorious Achievements**

10

MOV: Certificate of Recognition - Name as coach or trainer is explicitly stated.

**1. Trainer or coach of contestant (bona-fide pupil/student of the school) who won or received prizes, commendations or any form of recognition.**

Rank	Division (3)	Regional (5)	National (10)
1st	3	5	10
2 <sup>nd</sup>	2	3	6
3 <sup>rd</sup>	1	2	4

	4 <sup>th</sup> up	0.5	1	2		
<b>2. Coordinator of BSP and GSP activities or Scouts which gained awards</b>						
	<b>Rank</b>	<b>Division (3)</b>	<b>Regional (5)</b>	<b>National (10)</b>		
	1st	3	5	10		
	2 <sup>nd</sup>	2	3	6		
	3 <sup>rd</sup>	1	2	4		
	4 <sup>th</sup> up	0.5	1	2		
<b>H. Authorship</b>					<b>10</b>	
MOVs: The Article(s), Published Book(s) and/or the Produced Materials						
	<b>Type of Authorship</b>	<b>Should be</b>	<b>Sole Authorship</b>	<b>Co-authorship</b>		
	Article	Educational/Technical	1	0.5		
	Book/ Workbook/Textbook	Copyrighted/with ISBN	10	10/no. of writers		
	DepEd developed and produced materials	(a)Memorandum (name included), and (b)Published Final copy	10	10/no. of writers		
<b>TOTAL SCORE</b>						

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

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Attested by HRMPSB Chairman/Representative: \_\_\_\_\_

Date: \_\_\_\_\_