



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION  
 DepED, Division of Zambo. Norte  
 No. \_\_\_\_\_  
 Date: NOV 18 2024 By: \_\_\_\_\_  
**RELEASED**

Office of the Schools Division Superintendent

November 18, 2024

Division Memorandum  
 No. 629 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**

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 following vacant Master Teacher I and Master Teacher II positions:

**CLUSTER I**

**ELEMENTARY**

<b><u>LA LIBERTAD</u></b>	OSEC-DECSB-MTCHR2-570426-1998	MAYONILA, GEMMA PAGALARAN, ret.
<b><u>PIÑAN</u></b>	OSEC-DECSB-MTCHR1-571701-1998	OVERA, PABLITO CARIAGA, deceased
<b><u>RIZAL</u></b>	OSEC-DECSB-MTCHR2-570447-1998	SALAC, JUSTINA MALALIS, ret.
<b><u>SIBUTAD</u></b>	OSEC-DECSB-MTCHR2-570029-2021	BALDAMOR, JANET BAID, ret.

**SECONDARY – JUNIOR HIGH SCHOOL**

<b><u>PIÑAN</u></b>  - <b>PIÑAN NHS</b> Subject: <b>MATH, SCIENCE, TLE</b>	1. OSEC-DECSB-MTCHR2-570008-2011	ALO, MA CRISTINA LLAVE, ret.
	2. OSEC-DECSB-MTCHR2-570009-2011	ZAYAS, ZITA ALABATA, ret.





Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**CLUSTER II**

**ELEMENTARY**

<b><u>KATIPUNAN I</u></b>	1. OSEC-DECSB-MTCHR2-570419-1998	QUIAMHOR, VINCENT TINONGA, ret
	2. OSEC-DECSB-MTCHR2-570422-1998	GERZON, PERLITA DENOPOL, ret.
<b><u>MANUKAN I</u></b>	1. OSEC-DECSB-MTCHR2-570430-1998	VALE, MARCELA LUSOLUSO, ret.
	2. OSEC-DECSB-MTCHR1-570148-2019	GRANCAPAL, JESSEL MAGALLON, ret.
<b><u>ROXAS I</u></b>	1. OSEC-DECSB-MTCHR1-570112-2019	SAYSON, MELQUIADESA BENONG, prom
	2. OSEC-DECSB-MTCHR2-570452-1998	SANTANDER, ELAINE MARIE ENAO, ret.
<b><u>ROXAS II</u></b>	1. OSEC-DECSB-MTCHR1-570045-2014	CASTRO, EVELYN ANINON, ret.
	2. OSEC-DECSB-MTCHR2-570451-1998	RENDON, THYMNA CABALIDA, ret.

**SECONDARY – JUNIOR HIGH SCHOOL**

<b><u>ROXAS II</u></b> - DOHINOB NHS Subject: MATH	OSEC-DECSB-MTCHR1-570034-2012	MORO, ELVIRA RECOSOSA, ret.
--	-------------------------------	-----------------------------

**CLUSTER III**

**ELEMENTARY**

<b><u>SIAYAN</u></b>	OSEC-DECSB-MTCHR1-571543-1998	ESPARAGUERA, CAVAVILLA PAREDES, ret.
<b><u>SINDANGAN SOUTH</u></b>	1. OSEC-DECSB-MTCHR1-570009-2009	RAMOS, MINDA ANSALAN, prom.
	2. OSEC-DECSB-MTCHR1-570152-2019	ACHUMBRE, MERLY ANDUS, ret.
	3. OSEC-DECSB-MTCHR2-570011-2012	ABE, GRACE GOM-OS, ret.



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**CLUSTER IV**

**ELEMENTARY**

<b><u>LILOY I</u></b>	OSEC-DECSB-MTCHR1-571651-1998	BANGA, ROMEL VILLAVITO, deceased
<b><u>LILOY II</u></b>	OSEC-DECSB-MTCHR2-570035-2012	BOLAY-OG, ANGEL EDULANTES, ret.
<b><u>SALUG I</u></b>	1. OSEC-DECSB-MTCHR1-570023-2016	DINGLASA, SHIRLEY SOLIS, ret.
	2. OSEC-DECSB-MTCHR1-570004-2009	SURTIDA, BEVERLY ESPAÑOLA, ret.

**SECONDARY – JUNIOR HIGH SCHOOL**

<b><u>SALUG I</u></b> - <b>Salug NHS</b> Subject: MATH, VALUES, FILIPINO, TLE	OSEC-DECSB-MTCHR1-572063-1998	MACAIRAN, LEONCIA LLUVIDO, ret.
<b><u>BACUNGAN (LEON POSTIGO)</u></b> - <b>Bacungan NHS</b> Subject: ARAL. PANLIPUNAN, FILIPINO, TLE, MAPEH	OSEC-DECSB-MTCHR2-570004-2005	PANDAC, MILAGROS SAYSON, ret.

**CLUSTER V**

**INTEGRATED SCHOOL**

<b><u>LABASON</u></b> - <b>LABASON IS - FOR SPED</b> <i>(Applicant must be a graduate of Master of Arts in SPED)</i>	OSEC-DECSB-MTCHR1-570065-2012	EDAYAN, MARYLUZ SINGSING, ret.
--	-------------------------------	--------------------------------



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

All interested and qualified applicants should signify their interest in writing, download the **Checklist of Requirements (Enclosure No. 1)**, and submit sequenced and organized pertinent documents per the applicable checklist in a folder with complete tabbing. Documents that are not sequenced and tabbed will not be accepted.

Applicants must secure **Division Unique Application Number (DUAN)** through this link [depedzn.net](https://depedzn.net) or <https://depedzn.net/appreg>, see **Enclosure No. 2**, print out the initial registration form and attach it as the top sheet of the application documents and submit it to the **preferred districts where the vacancy exist through the Office of the Public Schools District Supervisor c/o District Designated Administrative Officer II on or before November 25, 2024, Monday until 5:00 pm only**. Pursuant to DO 19 s 2022, 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.

The hiring and promotion process for Master Teacher I and II positions will adhere to **MEC Order 10, s. 1979**.

Below is the minimum qualification standard required for the said positions. Please be guided accordingly.

**CSC QUALIFICATION STANDARD**

POSITION TITLE	SALARY GRADE	QUALIFICATION			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>MASTER TEACHER I</b>	<b>18 (P49,015)</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 (P53,873)</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



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843  
 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



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

<b>SECONDARY – JUNIOR HIGH SCHOOL</b>  <b>MASTER TEACHER I</b>	<b>18</b> <b>(P49,015)</b>	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.	None required	3 years relevant experience	PBET;Teacher
<b>MASTER TEACHER II</b>	<b>19</b> <b>(P53,873)</b>	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	4 hours of relevant training	1 year as Master Teacher I	PBET;Teacher

For the schedule on the timeline of activities, please refer below:

<b>DATE</b>	<b>ACTIVITY</b>	<b>VENUE</b>	<b>PERSONNEL In-Charge</b>
<b>November 18, 2024</b> (Monday) 8:00am-5:00pm	Submission of Application Documents	<b>Preferred District</b>	<b>District DHSC</b>
<b>November 25, 2024</b> (Monday) 8:00am-5:00pm	Deadline for Submission of Application Documents	<b>Preferred District</b>	<b>District DHSC</b>
<b>November 26, 2024</b> (Tuesday)	Initial Evaluation	<b>District</b>	<b>District DHSC</b>



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843  
 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



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

<p><b>November 27-28, 2024</b>        8:00am-5:00pm        (Wednesday-Thursday)</p>	<p>Comparative Assessment (<b>SKILLS TEST, WRITTEN EXAM, BEI and DOCUMENT VALIDATION</b>)</p>	<p><b>To be identified by Each District where vacancy exist</b></p>	<p><b>1. District DHSC</b>  <b>2. Division HRMP SB Member &amp; Secretariat</b></p> <p><u><b>MONTILLA, GERARDO JR.</b></u>  <u><b>TABILON, TEDEE</b></u>  <u><b>MASION, ARNEL</b></u>  <u><b>WAHING, MARY ANTONIETTE</b></u>        - For RIZAL, SIBUTAD, LA LIBERTAD and PIÑAN Districts</p> <p><u><b>POCULAN, ROBERT III</b></u>  <u><b>BACARA, PAMELA</b></u>  <u><b>GARAY, JEMIMA</b></u>        - For KATIPUNAN I, ROXAS I&amp;II, MANUKAN I Districts</p> <p><u><b>BOKINGKITO, JERRY</b></u>  <u><b>NOGAS, ARIES MARK</b></u>  <u><b>GAYAPA, FELIZARDO JR.</b></u>        - For SIAYAN, SINDANGAN SOUTH and BACUNGAN (LEON POSTIGO) Districts</p> <p><u><b>ACAYLAR, ERVIE</b></u>  <u><b>DAYAPDAPAN, SHELAMAE</b></u>  <u><b>POLICARPO, DIONALDO</b></u>        - For SALUG I, LILOY I&amp;II and LABASON Districts</p>
---	---	---	---

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).



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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).

This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts. For information, guidance and compliance.

**LOURMA I. POCULAN EMD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

*PSU/gdm/CallforApplicantsforMasterTeacher1&2positions/November18,2024*



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843  
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



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No.2 to DM No. \_\_\_\_\_, 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)





Republic of the Philippines  
**Department of Education**  
 REGION IX

**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

Enclosure No. 1 of DM No. \_\_\_\_\_ s. 2024

**CHECKLIST OF REQUIREMENTS**  
 (MEC ORDER 10, S. 1979)

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

DUAN: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_

**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. Photocopy of latest appointment, if 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)			
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)**



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843  
 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



Republic of the Philippines  
**Department of Education**  
 REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

<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></p> <p>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 (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.

