



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
 DepED, Division of Zambo. Norte
 No: _____
 Date: FEB 21 2025 By: _____
 RELEASED

Office of the Schools Division Superintendent

February 21, 2025

Division Memorandum
 No. 106 s. 2025

RANKING FOR RECLASSIFICATION OF MASTER TEACHER 1-IV AND SCHOOL HEAD POSITIONS (HEAD TEACHER 1-IV & SCHOOL PRINCIPAL 1-IV) AND SUBMISSION OF ERF APPLICATION FOR TEACHER II, TEACHER III

TO: Public Schools District Supervisors
 Elementary and Secondary School Heads
 Elementary and Secondary Teachers
 Administrative Officers II
 All concerned personnel
 This Division

1. This Division invites all interested and qualified applicants that there will be Ranking for **Reclassification of Master Teacher I-IV (Elementary), Master Teacher I-IV (Junior High), and School Head positions- Head Teacher I-III (Elementary), Head Teacher I-IV(Junior High) and School Principal I-IV, and submission of ERF application for Teacher II, Teacher III.**
2. All interested and qualified applicants should signify their interest in writing, download the **checklist of requirements (Enclosure No. 1)**, and submit sequenced with page number and organized pertinent documents per applicable checklist folder with complete tabbing. Documents that are not complete, sequenced, and tabbed will not be accepted.
3. Applicants must secure Division Unique Application Number (DUAN) through this link depedzn.net or <https://depedzn.net/appreg>. **See Enclosure No. 2**, print out the initial registration form and attached it as the top sheet of the application documents and submit it to the preferred districts where the vacancy exists through the office of the Public Schools District Supervisor c/o District Designated Administrative Officer II on or before **March 6, 2025 until 5 pm only**.
4. The hiring process for Reclassification will adhere to the following DepEd Orders. See Enclosure No. 3.
5. The evaluation of documents submitted by the applicants shall be done in the District.
6. For the Schedule/ timeline of activities, please refer below:

| Date | Activity | Venue |
|--|--------------------------------|--------------------|
| March 3, 2025 (Monday) 8am -5pm | Submission of Documents | Preferred district |





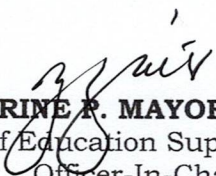
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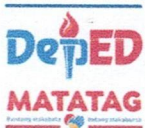
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|----------------|---|--------------------|
| March 6, 2025 | Deadline in the submission of Application Documents | |
| March 7, 2025 | Initial Evaluation | Preferred district |
| March 10, 2025 | Comparative Assessment (Document Evaluation) | Preferred district |

7. The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidence by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent documentation submitted shall be grounds for disqualification per DepEd Order No. 19.s. 2022.
8. This Division shall adhere 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 ORAHOHRA), Rule IX, Sec. 83.
9. The Lead of the Division Sub-Committees shall coordinate with their members on the details/concerns to ensure efficient conduct of the activities.
10. All Sub-Committee Members are expected to perform the respective duties and functions as outlined in the guidelines. In the absence of the member the alternate member shall take the post.
11. Should there be a new composition of the Division Sub-Committees, the updated composition will be submitted to the SDS for approval.
12. The Division Sub-Committees are asked to **fast-track** the Comparative Assessment to ensure **no overlap** with the new guidelines to be issued in March 2025.
13. Issuances inconsistent with this issued Division Memorandum is hereby repealed and/or rescinded.
14. Immediate and wide dissemination of this memorandum is desired.

For the Schools Division Superintendent:


ZYRINE R. MAYORMITA Ed.D
 Chief Education Supervisor, CID
 Officer-In-Charge

HRMPSB2025





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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1 of DM No. _____ s. 2025

CHECKLIST OF REQUIREMENTS
 (REF. DepEd Order 7, s. 2023)

Name of Applicant: _____
 Position Applied For: _____
 School of the Position Applied for.: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()

DUAN: _____
 Contact Number: _____
 Religion: _____
 Solo Parent: Yes () No ()

| 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 and sworn PDS (CS Form 212, Revised 2017) with work experience Sheet which can be downloaded at www.csc.gov.ph | | | |
| 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 | | | |
| 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. Other documents as may be required for comparative assessment: <ul style="list-style-type: none"> ➤ 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. ➤ 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. | | | |

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 (g) whenever 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.



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
 Email: zn.division@deped.gov.ph Website: www.depedzn.net
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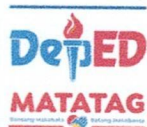
CHECKLIST OF REQUIREMENTS FOR MASTER TEACHERS

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

Name of Applicant: _____ School/District: _____
 Item Number: _____ Vice: _____
 Division Memo No.: _____ Publication Date: _____

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

| BASIC REQUIREMENTS | Mark a check (/) on the appropriate column. | |
|--|---|----|
| | C | NC |
| I. Omnibus Certification | | |
| II. Letter of Intent | | |
| III. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at www.csc.gov.ph | | |
| IV. One (1) Photocopy of valid and updated PRC License/ID | | |
| V. Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020) | | |
| VI. Latest Service Record signed by HRMO | | |
| VII. Duly Authenticated Copy of Transcript of Records | | |
| VIII. Approved General School Program or SF 7 | | |
| DOCUMENTS FOR LEADERSHIP, POTENTIAL and ACCOMPLISHMENT | | |
| <p>a. Introduced any of the following which has been ADOPTED or USED by the school or district.</p> <ul style="list-style-type: none"> 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.) | | |
| <p>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.</p> <ul style="list-style-type: none"> 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) | | |
| <p>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.</p> <ul style="list-style-type: none"> 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) | | |
| <p>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.</p> <ul style="list-style-type: none"> A copy of a completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable. | | |
| <p>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.</p> <ul style="list-style-type: none"> 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. | | |
| <p>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)</p> | | |



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|--|--|--|
| <ul style="list-style-type: none"> 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) | | |
| <p>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.</p> <ul style="list-style-type: none"> 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 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. | | |
| <p>h. Authorship</p> <ul style="list-style-type: none"> A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMSD or Division Learning Area Supervisor; or A copy of newspaper/magazine of wide circulation where authored article on education was published. | | |
| <p>IX. DEMONSTRATION TEACHING</p> <ul style="list-style-type: none"> 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) | | |

C (Complied) – documents meet the requirements in terms of veracity, authenticity and completeness.

NC (Not complied) – documents do not meet the requirements in terms of veracity, authenticity and completeness.

AGREEMENT

All lacking/required documents shall be submitted on or before _____. If applicant fails to submit the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of application.

Signature over Printed Name of Applicant _____

Signature Over Printed Name of DSC/SSC _____

CERTIFICATION

Chair or Representative _____

To the Division HRMPSB:

This is to certify that the documents of the above-named applicant for HT_____/SP ____ have been screened by this committee and have been forwarded as:

_____ COMPLETE

_____ INCOMPLETE (failed to comply on the agreed date)

Members:

_____ DSC/SSC Chairperson

Conformé: _____

Date: _____

Applicant's Signature Over Printed Name _____

Note: If applicant fails to sign in the conformé, please state reason, i.e. *failed to appear on the agreed date*. This



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Enclosure No. 2 of Dm No. _____ s. 2025

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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Enclosure No. 3 DM No. _____ s. 2025

1. The hiring process for Reclassification will adhere to the following **DepEd Orders**.

- a. For reclassification of items to Head Teachers I, II, III, IV, V, and VI (Elementary); Head Teachers I, II, III, IV (Secondary) **DO No. 97, s. 2011**
- b. School Principal I, II, III, IV (Elem. and Sec.) **DO No. 97, s. 2011**
- c. For reclassification and conversion of items to Master Teacher I, II, III, and IV (Elem. and Sec.) - **MEC Order No. 10, s. 1979; DECS Order No. 57, s. 1997**
- d. For Teacher II and Teacher III vacant positions- **DO No. 66, s. 2007**

2. For Equivalent Record Form **Qualification Standards:**

| Position | Experience and Education |
|-------------|---|
| Teacher II | 3 years teaching experience plus 20 MA Units, or 9 years teaching experience plus 18 MA units or 20 years teaching experience without MA units; |
| Teacher III | 3 years teaching experience plus CAR or MA Graduate, or 20 years teaching experience plus 20 MA Units. |

3. DBM Manual on Position Classification Chapter 6 provides that there is a quota system on the allowable number of Master Teacher positions in elementary and secondary schools. The quota system as determined by the DepEd, in consultation with DBM is as follows:

- a. For elementary schools: Total Master Teacher positions shall not exceed 10% of the total authorized teacher positions in the district, to wit:
 - i. Master Teacher I shall not exceed 6.6% of the total number of authorized teaching positions wherein our Division Office has already exceeded.
 - ii. Master Teacher II positions shall not exceed 3.4% of the number of authorized Master Teacher I positions.
- b. For secondary schools: (1) One Master Teacher Position regardless of level may be allowed per subject area with at least 5-7 authorized Teacher I positions within the school Plantilla.
 - i. All Secondary School Heads are required to submit the list of Junior High Teachers per Subject Area. It must be aligned with the school Personnel Services Itemization and Plantilla of Personnel (PSIPOP) and must NOT have double listing of the name of teachers.

