



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
 RECORDS OFFICE

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Office of the Schools Division
 Superintendent

November 4, 2024

DIVISION MEMORANDUM
 No. 450, s. 2024

**CALL FOR APPLICATION FOR TEACHING, RELATED-TEACHING
 AND NON-TEACHING POSITIONS**

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Administrative Officers
 School Heads
 Teachers and Non-Teaching Personnel
 Others Concerned

1. This Division is hereby accepting applications for the following vacant positions:

No.	Position Title/ SG/ Monthly Salary/ Item Number	CSC- approved Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Education Program Supervisor/SG 22/ P74, 836 Item Number: EPSVR-60008-2012	Master's degree in education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher), LET/PBET		Curricula m Implement ation Division
2	Master Teacher II/SG 19/ P53, 873/ Item Number: MTCHR2-61352- 1998	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in education with	4 hours of relevant training	1 yr as Master Teacher I or 4yrs as Teacher III	LET, PBET; RA 1080 (Teacher)		Dagupan City NHS



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



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		appropriate major; and 24 units for a Master's degree in Education or its equivalent					
3	Master Teacher I/ SG 18 / P49,015/ Item Numbers: MTCHR1-60045-2010; MTCHR1-60040-2010	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	LET; PBET; RA 1080 (Teacher)		Dagupan City NHS
4	Teacher III/ SG 13 / P32,870/ Item Numbers: TCH3-60872-2015;	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	2 years relevant experience	RA 1080 (Teacher)/ LET/PBET		Bonuan Bocuit NHS;
5	Teacher III/ SG 13 / P32,870/ Item Numbers: TCH3-60646-2016;	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	4 hours of training relevant to the subject area specialization	1 year of relevant teaching/industry work experience	LET/PBET; if not LET/PBET, they must pass the LET within five (5) years after the date of first hiring		Senior High School
6	Teacher III/ SG 13 / P32,870/ Item Numbers: TCH3-70727-1998; TCH3-60691-2011	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	RA 1080 (Teacher)/ LET/PBET		Elementary School



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7	Administrative Officer II/ SG 11 / P28,512/ Item Numbers: ADOF2-60004-2019	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional / Second Level Eligibility)	Office of the Schools Division Superintendent
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2. The job description for the aforementioned vacant position is attached as **Enclosure No. 1.**

3. Applicants are advised to determine if they meet the minimum qualification standards approved by the Civil Service Commission and the selection criteria set forth in DepEd Order 66, s. 2007 prior to submission of application documents.

4. All interested applicants to the above-mentioned vacant positions, whether internal or external to DepEd, are required to submit two sets of folders containing the following documents:

Mandatory documentary requirements:

- a. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent (**Enclosure No. 2**) duly notarized by authorized official;
- b. Letter of intent addressed to the Schools Division Superintendent;
- c. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable (downloadable at CSC Website);
- d. Photocopy of valid and updated PRC License/ID, if applicable;
- e. Photocopy of Certificate of Eligibility/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 Performance Rating:

For Teacher II and Teacher III positions: last three (3) rating period(s) prior to the deadline of submission;

For Education Program Supervisor, Master Teacher II & I, Administrative Officer II positions: last rating period(s) covering one (1) year performance prior to the deadline of submission.



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k. Other documents as may be required by the HRMPSB for comparative assessment:

For Teacher II-III applicants:

- Means of Verification (MOVs) showing Outstanding Accomplishments: Outstanding employee award, Innovations, Research and Development projects, publication and authorship, Resource speaker/consultant, reckoned from the date of last issuance of appointment

For applicants to Education Program Supervisor and Administrative Officer II positions:

- 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

For Master Teacher I applicants:

- Please refer to attached Enclosure No. 3d

5. Deadline for submission of abovementioned documentary requirements shall be on NOV 15 2024. Individuals who failed to submit mandatory documentary requirements (items a to j) on the set deadline shall not be included in the pool of official applicants. However, non-submission of documentary requirements (item k.) shall not warrant exclusion from list of official applicant.

6. No additional documents shall be accepted after the deadline.

7. Submission of applications may be done thru any of the following modes:

- Personal submission to the Division Office Records Section not later than 5PM on set deadline (*preferred mode*); OR
- Online submission thru the official email address not later than 12midnight on set deadline (*if personal submission is not practicable*): depeddagupanhr@gmail.com. The scanned copies of the application documents shall be saved in one file only with filename in this format: *position applied for full name of applicant (ex. Administrative Officer II_Juan C. Dela Cruz)*

8. Applicants should first submit the aforementioned documents to the Personnel Unit for initial verification as to the completeness of the requirements before it can be stamped "received" at the Records Section. For applicants who will be submitting documents online, an acknowledgement email with information as to initial checking of completeness of documents will be sent the next working day;



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9. The schedule of activities for assessment will be communicated to qualified applicants via their email address.
10. An applicant may apply for one or more positions, provided that he/she meets the qualifications for each position he/she is applying for, and should submit two sets of documentary requirements for each positions being applied for.
11. An Open-Ranking System shall be adopted in the conduct of comparative assessment wherein qualified applicants must be present to witness the actual evaluation of their papers vis-à-vis criteria wherein they will conform with their document's assessment results.
12. As reference for assessment, applicants are encouraged to read **DepEd Order No. 66, s. 2007** (for Teacher II and III positions), **DepEd Order No. 007, s. 2023** (for Education Program Supervisor and Administrative Officer II positions) and **MEC Order No. 10, s. 1979** (for Master Teacher positions). Criteria and point system are indicated in the Individual Evaluation Sheet hereto attached as **Enclosure No. 3**.
13. This Office highly encourages all interested and qualified applicants including Person's with Disability and members of indigenous communities to join in the assessment.
14. For information and guidance.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent

- Enclosure No. 1: Job Description
- Enclosure No. 2: Checklist of Requirements & Omnibus Sworn Statement
- Enclosure No. 3a: Individual Evaluation Sheet (for teaching position)
- Enclosure No. 3b: Individual Evaluation Sheet (for Education Program Supervisor position)
- Enclosure No. 3c: Individual Evaluation Sheet (for Administrative Officer II position)
- Enclosure No. 3d: Evaluation for Master Teacher



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JOB DESCRIPTION

Position Title:	Education Program Supervisor	Salary Grade: 22
Unit/Division:	Curriculum Implementation Division	Monthly Salary: 74,836
QUALIFICATION STANDARD		
Education:	Master's degree in education or other relevant specialization Master's Degree with specific area of specialization	
Training:	8 hours of relevant training	
Experience:	2 years as Principal or 2 years as Head Teacher or 2 years Master Teacher	
Eligibility:	RA 1080 (Teacher)	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES	
MANAGEMENT OF CURRICULUM IMPLEMENTATION	1. Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.	
	2. Develop together with School M&E the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) in the schools division to gauge adherence to standards while implementing innovations.	
	3. Submit (together with School M&E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.	
	4. Submit (together with School M&E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.	
	5. Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.	
	6. Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.	
	7. Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation	
CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION	1. Develop training designs, modules and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the schools division.	
	2. Develop (with School M&E) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.	
	3. Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.	
	4. Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region	
LEARNING DELIVERY	Instructional strategies innovated by Schools Division and schools.	
	2. Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.	
LEARNING RESOURCE	1. Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum	
	2. Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials	
LEARNING OUTCOMES ASSESMENT	1. Gather result of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap.	
	2. Draft policy recommendations related to improving learning outcome based on findings from studies and reports	
SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES	1. Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.	
	2. Drafts policy recommendations on curricular support activities for regional adoption.	
RESEARCH	1. Conduct action research on curriculum implementation, needs and issues, appropriate interventions on assigned learning area, as well as best practices in content delivery and submit findings and recommendations for management action and policy formulation.	
TECHICAL ASSISTANCE	1. Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant acions and interventions	
	2. Coordinate with the PSDS to arrive at a technical assistance plan for each district.	

3. Coach the school (through the PSDS) in implementing interventions related to curriculum implementation and instructional delivery.
4. Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools
5. Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration

Position Title:	Master Teacher II	Salary Grade: 19
Unit/Division:	Dagupan City NIS	Monthly Salary: P53,873
QUALIFICATION STANDARD		
Education:	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	
Experience:	1 yr as Master Teacher I or 4 yrs as Teacher III	
Training:	4 hours of relevant training	
Eligibility:	PBET; LET	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES	
Professional Growth and Development	Conducts at least one action research every year	
	Serves as demonstration teacher, facilitator or resource person at the school level	
	Serves as OIC of the school in the absence of the school head	
	Functions as head/coordinator of the department in the absence of an Head Teacher/Department Head	
	Takes active participation in the planning and implementation of training programs in school, district and division levels	
	Assists the school selection committee in the evaluation of credentials when hiring or promoting teachers	
	Represents the school in conferences or events as delegated by the school head	
	Participates actively in school strategic planning process involving internal and external stakeholders	
	Takes charge of the school reading recovery program, remedial and/or enrichment program	
Instructional Competence	Introduces innovative teaching approaches and strategies	
	Carries regular teaching loads for the assigned grade/subject	
	Teaches/Takes over the class if the assigned teacher is absent; works beyond official time	
	Leads in the preparation of instructional materials	
	Enriches the curriculum of his/her field of specialization	
	Consolidates and interprets competency assessment results	
	Checks, improves and prepares sample lesson plans for the assigned grade/subject area	
	Interprets test results and utilizes them for improvement of instruction	
Instructional Supervision	Initiates improvement in instructional programs	
	Provides technical assistance to teachers to improve their competencies	
	Performs regular class monitoring using process observation tools	
	Conducts post conferences with teachers for feedback on teaching-learning process	
	Helps identify potential demonstration teachers	
	Gives demonstration to new/striving teachers	
Designs and validates training programs for teachers		

Position Title:	Master Teacher I	Salary Grade: 18
Unit/Division:	Dagupan City NHS	Monthly Salary: P49,015
QUALIFICATION STANDARD		
Education:	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	
Experience:	3 years relevant experience	
Training:	none required	
Eligibility:	PBET; LET	

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Professional Growth and Development	Conducts at least one action research every year
	Serves as demonstration teacher, facilitator or resource person at the school level
	Serves as OIC of the school in the absence of the school head
	Functions as head/coordinator of the department in the absence of an Head Teacher/Department Head
	Takes active participation in the planning and implementation of training programs in school, district and division levels
	Assists the school selection committee in the evaluation of credentials when hiring or promoting teachers
	Represents the school in conferences or events as delegated by the school head
	Participates actively in school strategic planning process involving internal and external stakeholders
	Takes charge of the school reading recovery program, remedial and/or enrichment program
Instructional Competence	Introduces innovative teaching approaches and strategies
	Carries regular teaching loads for the assigned grade/subject
	Teaches/Takes over the class if the assigned teacher is absent; works beyond official time
	Leads in the preparation of instructional materials
	Enriches the curriculum of his/her field of specialization
	Consolidates and interprets competency assessment results
	Checks, improves and prepares sample lesson plans for the assigned grade/subject area
	Interprets test results and utilizes them for improvement of instruction
Instructional Supervision	Initiates improvement in instructional programs
	Provides technical assistance to teachers to improve their competencies
	Performs regular class monitoring using process observation tools
	Conducts post conferences with teachers for feedback on teaching-learning process
	Helps identify potential demonstration teachers
	Gives demonstration to new/striving teachers
Designs and validates training programs for teachers	

Position Title:	Teacher III	Salary Grade: 13
Unit/Division:	Bonuan Boquig NHS	Monthly Salary: P32,870
QUALIFICATION STANDARD		
Education:	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major	
Experience:	2 years relevant experience	
Training:	none required	
Eligibility:	LET/PBET	
DUTIES AND RESPONSIBILITIES		
	1. Teaches one or more grades/levels using appropriate and innovative teaching strategies	
	2. Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials	
	3. Counsels and guides pupils/students	
	4. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere)	
	5. Monitors and evaluates pupils/students' progress	
	6. Undertakes activities to improve performance indicators	
	7. Maintains updated pupils/students progress regularly	
	8. Maintains updated pupil/student school records	
	9. Supports activities of governmental and non-governmental organizations	
	10. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders	
	11. Conducts Action Plan	
	12. Supervises curricular and co-curricular projects and activities	

Position Title:	Teacher III	Salary Grade: 13
Unit/Division:	Senior High School	Monthly Salary: P32,870
QUALIFICATION STANDARD		
Education:	Bachelor's degree with a major in the relevant strand/subject, or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	
Experience:	1 year of relevant teaching/industry work experience	
Training:	4 hours of training relevant to the subject area specialization	
Eligibility:	LET/PBET, if not LET/PBET, they must pass the LET within five (5) years after the date of first hiring	
DUTIES AND RESPONSIBILITIES		
	1. Teaches one or more grades/levels using appropriate and innovative teaching strategies	
	2. Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials	
	3. Counsels and guides pupils/students	
	4. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere)	
	5. Monitors and evaluates pupils/students' progress	
	6. Undertakes activities to improve performance indicators	
	7. Maintains updated pupils/students progress regularly	
	8. Maintains updated pupil/student school records	
	9. Supports activities of governmental and non-governmental organizations	
	10. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders	
	11. Conducts Action Plan	
	12. Supervises curricular and co-curricular projects and activities	

Position Title:	Teacher III	Salary Grade: 13
Unit/Division:	Elementary School	Monthly Salary: P32,870
QUALIFICATION STANDARD		
Education:	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education	
Experience:	2 years relevant experience	
Training:	none required	
Eligibility:	LET/PBET	
DUTIES AND RESPONSIBILITIES		
	1. Teaches one or more grades/levels using appropriate and innovative teaching strategies	
	2. Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials	
	3. Counsels and guides pupils/students	
	4. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere)	
	5. Monitors and evaluates pupils/students' progress	
	6. Undertakes activities to improve performance indicators	
	7. Maintains updated pupils/students progress regularly	
	8. Maintains updated pupil/student school records	
	9. Supports activities of governmental and non-governmental organizations	
	10. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders	
	11. Conducts Action Plan	
	12. Supervises curricular and co-curricular projects and activities	

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied for: _____
 Office of the Position Applied For: _____
 Contact No.: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____
 (to be filled out by HR section)

Basic Documentary Requirement	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 accepted)	Remarks
a. Letter of intent addressed to the Head of Office or Highest human resource Officer			
b. Duty 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: For Teacher II-III, BPET positions: last three (3) rating period(s) prior to the deadline of submission For Non-Teaching, Related-Teaching, School Administration and Master Teacher positions: last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: For applicants to Non-Teaching/Related-Teaching and School Administration positions: 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			
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			
For Teacher II-III/BPET applicants: Means of Verification (MOV) showing Outstanding Accomplishments: Outstanding employee award, innovations, Research and Development projects, publication and authorship, Resource speaker/consultant, reckoned from the date of last issuance of appointment			
For Master Teacher applicants: Means of Verification (MOV) as per MECS Order No. 10, s. 1979			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are 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 purpose of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

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

 Person Administering Oath

INDIVIDUAL EVALUATION SHEET

NAME OF APPLICANT: _____
 Vacant Position: _____
 Date of Assessment: _____

Teaching Positions
 (DepEd Order No. 68, s. 2007)

Criteria	Pts.	Remarks	Score
A. Performance Ratings (3 Ratings)	36		
B. Experience Experience must be relevant to the duties and functions of the position to be filled Every year given a point but not to exceed 5 points	5		
C. Outstanding Accomplishments			
a. Outstanding employee award	4		
- awardee in the school/office	75 pt.		
- awardee in the district/area/cluster	1 pt.		
- awardee in the division/city/province	2 pts.		
- awardee in the region	3 pts.		
- National awardee	4 pts.		
b. Innovations	4		
- conceptualized	5 pt.		
- started the implementation	1 pt.		
- fully implemented in the school/office	2 pts.		
- adopted in the district/area/cluster	3 pts.		
- adopted in the division/city/province	4 pts.		
c. Research and development projects	4		
- conducted in the school/office	2 pts.		
- conducted in the district/area/cluster	3 pts.		
- conducted in the division/city/province	4 pts.		
d. Publication/authorship	4		
- articles published - 1 pt. each (maximum of 4 articles)			
- co-authorship of a book	2 pts.		
- sole authorship of a book	4 pts.		
e. Resource speaker/consultant	4		
- district / area / cluster level	.75 pts.		
- division / city / province level	1 pt.		
- regional level	2 pts.		
- national level	3 pts.		
- international level	4 pts.		
D. Education	25		
- Master's Degree (Acad Reqs)	10 pts.		
- Master's Degree	15 pts.		
- Doctoral Degree (Acad Reqs)	20 pts.		
- Doctoral Degree	25 pts.		
E. Training	5		
Participant in a specialized training, e.g. Specialized Programs, Short Courses, Study Grants	1 point for every month of attendance but not to exceed 5 points		
Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:			
- District Level	1 pt.		
- Division Level	2 pts.		
- Regional Level	3 pts.		
Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:			
- National Level	4 pts.		
- International Level	5 pts.		
Chair /Co-Chair in a technical/planning committee			
- District Level	1 pt.		
- Division Level	2 pts.		
- Regional Level	3 pts.		
- National Level	4 pts.		
- International Level	5 pts.		
F. Potential	5		
G. Psycho-social Attributes	5		
Total	100		

INDIVIDUAL EVALUATION SHEET (Related - Teaching Positions)
(Based on DepEd Order 007, s. 2023)

Name of Applicant: _____
 Position Applied For: _____

Date of Assessment: _____

Criteria	Means of Verification	Weight Allocation				Computation/ Rubrics / Remarks	Score
		50 11-15	50 16-22	50 24	50 24		
EDUCATION	City or Cert of Urban Landed	10	10	10	10		
TRAINING	Certificate of Training	10	10	10	10		
EXPERIENCE	Service Record of CR	10	10	10	10		
PERFORMANCE	Latest performance rating covering 3 year performance from current or previous job referred to the position to be filled For positions with experience requirement: For positions without experience requirement: Board Examination or General Service Eligibility (GSE) OR PG 807 or Foreign School Honor Certificate Eligibility (FSCHE)	20	20	20	25	Performance Rating/1 + Weight Allocation	
OUTSTANDING ACCOMPLISHMENTS		10	5	10			
Awards and Recognition	e.1 Academic or Inter-School Award for applicants with no or less than one year work experience) e.2 Outstanding Employee Award for applicant with previous work Research and Innovation	2					
	A. Academic or Inter-School Award or B. Certificate of Appreciation showing (100) Award or C. Certificate or any document showing a Board Examination A. Any issuance, memorandum or documents showing the criteria for the Award AND B. Certificate of Recognition/Award					At least 3 academic or inter-school awards or 100% Award or Top 10 in Board / CS Exam	1 pt
	A. Regional duty approved by the Head of Office or the Regional Research Center Chief per DO 16, s. 2017 B. Accomplishment Report verified by the Head of Office C. Certification of Validation of the invention or research, with the school/office duly signed by the Head of Office D. Certification of Adoption of the invention or research by another school/office duly signed by the Head of Office E. Proof of citation by other researchers (labour of appreciation, whether published or unpublished, in literature approved by authorized body of the concerned department in the research.	5				At least 3 regional/inter-school awards Awards given by higher office Awards given by relevant local office	3 pts 2 pts 1 pt
Subject Matter Expert / Membership in NIVIGs or Committees		3				MOE/NS Subelement: All MOE/1 Only A and B	3 pts 2 pts
Resource Speakership / Learning Facilitation		2				MOE/NS Subelement: All MOE/1 Only A and B	3 pts 2 pts
NIAP Accredited Learning Facilitator		1				Accredited National Accraer Accredited Regional Trainer Accredited Regional Trainer	2 pts 1.5 pts 1 pt
APPLICATION OF EDUCATION	For positions with experience requirement For positions with no experience requirement	10	15	10	10	For 50 11-15 and 50 24 MOE/NS Subelement: All MOE/1 Only A, B, C Only A, B and C Only A and B Only A	Not Effective 5 pts 5 pts 4 pts 3 pts 2 pts
APPLICATION OF L&D	For positions with no experience requirement Certificate of GWA, DTI, DOST, or Special Order or other certification	10	10	10	10	For 50 16, 22 MOE/NS Subelement: All MOE/1 Only A, B, C Only A	Not Effective 5 pts 4 pts 3 pts
POTENTIAL	Written Examinations Skills or Work Sample Tests Behavioural Events Interview	20	20	15	15	MOE/NS Subelement: All MOE/1 Only A, B, C Only A, B	Not Effective 5 pts 5 pts 5 pts 1 pt

In compliance with Republic Act No. 6713 or the Anti-Graft and Anti-Corruption Act of 2003, any officer or employee of the civil service who is found to be guilty of any offense under this Act shall be subject to the provisions of this Act. The Department of Education (DepEd) is committed to maintaining the integrity and reliability and can be held accountable for any violation of the said provisions. The undersigned certifies that the information provided herein is true and correct to the best of his/her knowledge and belief.

INDIVIDUAL EVALUATION SHEET (Non-Teaching Positions)
(Based on DepEd Order 007, s. 2023)

Name of Applicant: _____
Position Applied For: _____

Date of Assessment: _____

Criteria	Means of Verification	Weight Allocation				Computer/ Rubrics / Remarks	Score
		General Services	ED 1-9	ED 10-12	ED 13-15		
EDUCATION	OTR or Cert of High Earned	5	5	5	5		
TRAINING	Certificate of Training	5	5	5	10		
EXPERIENCE	Service Record of COC	20	20	20	15		
PERFORMANCE	For positions with experience requirement: Last performance report covering 1 year performance from current or previous job relevant to the position as an end For positions without experience requirement: Final Examination or Career Service Eligibility Exam PP-007 or Former School-Based Teacher Eligibility (S-BTCE)	10	20	20	20	Performance Rating/1-5 Weight Allocation Rated Exam or Clerical/ED 1 Higher Allocation	-20 pts -10 pts -10 pts
OUTSTANDING ACCOMPLISHMENTS	Awards and Recognition a.1 Citation and Commendation (for applicants to general services positions only) a.2 Academic or Inter-School award (for applicants with no or less than one year work experience)	5	10	10	10	Letter of Citation or Commendation from previous employer A. Academic or Inter-school award, or B. ISIP Award, or C. Certificate or any document that the holder belongs to the Top 10 in the Board or Out-Schools Eligibility Examination	-4 pts -3 pts -2 pts
a.3 Distinguished Employee Award (for applicant with previous work experience) Research and Innovation	A. Any issuance, memorandum or document showing the criteria for the Service, AND B. Certificate of Recognition/ Merit					Any Issuance, memorandum or document showing the criteria for the Service, AND Certificate of Recognition/ Merit	-4 pts -2 pts
Subject Matter Expert / Membership in NTWIG or Committees	A. Proposal duly approved by the head of office or the organizational head/Supervisor per DO 10, s. 2013 B. Accomplishment report verified by the head of office C. Certificate of attestation of the head of office or report, with the school/office duly signed by the head of office D. Certificate of adoption of the position or research by another school/office duly signed by the head of office E. Proof of election by other institutions (school or college) which is likewise approved by approved school of the province/division in the province.					Any Issuance A, B, C, D A, B, C, E Only A, B and C Only A and B Only A	-4 pts -4 pts -3 pts -2 pts 1 pt
Resource Speaker/ship / Learning Facilitation	A. Issuance of memo or other document showing the assignment in NTRIG or Committee B. Certificate of Participation or Attendance C. Copy of Memo or by the organization/Div/3					Any Issuance A, B, C Only A and B	-3 pts 2 pts
NEAP Accredited Learning Facilitator	A. Statement / Memorandum / Invitation / Training Matrix, AND B. Certificate of Recognition / Merit / Commendation / Appreciation, AND C. Valid Accredited Teacher's License (ATL)			2		Statement in Higher Official level Statement in lower Official level	-1 pt -1 pt
APPLICATION OF EDUCATION	For position with experience requirement For position with no experience requirement					At least 1 endorsed memo school award or 100% Award or Top 10 in Board / COC Exam Award given by applicant's local office	-4 pts -4 pts -2 pt
APPLICATION OF EDUCATION	For position with experience requirement For position with no experience requirement					At least 1 endorsed memo school award or 100% Award or Top 10 in Board / COC Exam Award given by applicant's local office	-4 pts -4 pts -2 pt
POTENTIAL	Written Examinations Skills or Work Sample Tests Behavioral/Events Interview	55	20	20	20	At least 3 endorsed memo school award or 100% Award or Top 10 in Board / COC Exam Award given by applicant's local office	-4 pts -4 pts -2 pt

In compliance with Republic Act No. 6713 or the "Service Commission Act of 1990", please submit your application form to the appropriate office of the Department of Education, Division Office, in accordance with the rules and regulations of the Department of Education. The Department of Education is not responsible for the loss of documents. Documents submitted in hard copy shall be considered as the final document. Documents submitted in soft copy shall be considered as the final document. Documents submitted in both hard and soft copy shall be considered as the final document. Documents submitted in both hard and soft copy shall be considered as the final document. Documents submitted in both hard and soft copy shall be considered as the final document.

EVALUATION FOR MASTER TEACHER _____

Ratee: _____
School: _____

District: _____

For Master Teacher I

1. Teacher III for at least one (1) year
2. Bachelor's degree in elementary/secondary education or its equivalent with at least 24 units in Master's Degree in Education
3. At least Very Satisfactory (VS) performance ratings for the last three (3) years
4. At least three (3) years teaching experience
5. At least 40 hours of relevant cumulative training in the area of specialization
6. At least 25 points in leadership and potential in the criteria of Master Teacher or has been a demonstration teacher at least in the school (HS) / district (ES) level plus 15 points in leadership and potential in the criteria for Master Teacher

For Master Teacher II

1. Master Teacher I for at least one (1) year
2. Completed academic requirements for a Master's Degree in Education
3. At least Very Satisfactory performance ratings
4. At least 72 hours of relevant cumulative training in the area of specialization
5. Demonstration teacher at least in the division level
6. At least 30 points in leadership and potential in the criteria of Master Teacher or has been a demonstration teacher in the division level plus 20 points in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotions

A. Introduced any of the following which has been adopted or used by the school (20 points)

1. Curriculum or instructional materials

Required documents: _____

- _____ Certification by the Public Schools District Supervisor/Principal (elementary), Department Head of the School (secondary) as to the authenticity, functionality and utilization in the school for MT1; district for MT2
- _____ Certification of evaluation by Education Program Supervisors in charge of the subject area, recommending approval by Assistant Schools Division Superintendent and approved by the Schools Division Superintendent
- _____ Certification/testimonies of teachers who adopted/used the curriculum instructional materials

2. Effective teaching techniques or strategies

Required documents: _____

- _____ Proper endorsement by the Public Schools District Supervisor/Principal, the Head Teacher of Department, evaluation by Education Program Supervisors in charge of the subject area, approval recommended by Assistant Schools Division Superintendent
- _____ Certification/testimonies of teachers who adopted/used the teaching techniques or strategies
- _____ At least two (2) copies of lesson plan using techniques or strategies

3. Simplification of work as in reporting system, record keeping, etc. or procedures that resulted in cost reduction

Required documents: _____

- _____ Proper endorsement by the Head Teacher of Department, Principals evaluation by Education Program Supervisors in charge of the subject area, approval recommended by Assistant Schools Division Superintendent and approved by Schools Division Superintendent
- _____ Implementation of the simplified work by the proponent
- _____ Certification of the Head Teacher and Principal on the effectiveness (cost reduction) of the work and/or procedures

4. Worthwhile income-generating project benefiting student/OSYs and results given recognition/certification by higher officials in the division _____

Required documents:

- _____ Feasibility study duly signed by the initiator of the project and endorsed/certified by district and division officials
- _____ On the check by the ALS Education Program Supervisor, Research Supervisor and/or Assistant Schools Division Superintendent in charge of ALS
- _____ Certification by district and division level evaluation committee as to the feasibility, viability and economic profitability of the project

B1. Served as subject area coordinator or curriculum year level chairman for at least 1 year (12 points) _____

Required documents: (any 2 or 3 of the following)

- _____ Approved designation by the proper authorities
- _____ Action Plan
- _____ Accomplishment report for the year
- _____ Pictorials (optional)

B2. Served as adviser of school publication, school organization or interest clubs and discharged duties satisfactorily for at least two years and not considered part of the regular teaching load (12 points) _____

Required documents:

- _____ Certification by proper authorities as to role or function
- _____ List of activities/ projects/ accomplishments

C. Served as chairman of a special committee, such as curriculum study committee, committee to prepare instructional materials, committee to chair/ spearhead/ initiate school program/ projects/ thrusts and discharge to work efficiently (12 points) _____

Required documents:

- _____ Approved designation/ assignment by proper authorities
- _____ List of members of said committee
- _____ Accomplishment report/ sample output

D. Initiated or headed as educational research activity or investigatory project duly approved by educational authorities, either for improvement of instruction, for teacher welfare or for community development (12 points) _____

Required documents:

- _____ Permit to conduct action research/ investigatory project duly signed by division authorities (attach to the permit in the research proposed or outline)
- _____ Certificate of completion of the research and certified correct by the division authorities concerned
- _____ Copy of the research

E. Coordinator of a community project or activity or programs of another agency or rural improvement activity, etc. for at least 2 years (12 points) _____

Required documents:

- _____ Certification as to the designation of the Barangay Captain and noted School Head
- _____ Action Plan
- _____ Program of Activities
- _____ Accomplishment report certified correct by the Barangay Captain and School Head

F. Organized/ managed and in-service training activity or other similar activities at least on school level for MT1; district for MT2 (12 points) _____

Required documents:

- _____ Training design/ program of activities by proper authorities
- _____ List of participants/ certificate of participation
- _____ Output of the in-service training

G. Credited with meritorious achievements such as (10 points):

1. Trainor/coach to contestants who received merits, commendations or any form of recognition

- National Level (10 points) _____
- Regional Level (5 points) _____
- Division Level (3 points) _____
- Congressional Level (2 points) _____
- District Level (1 point) _____

Required documents:

- _____ Official designation as trainer/ coach issued by proper authorities
- _____ Plaque, certificate of recognition/ merit, medal, trophy

2. Athletic Coach of athlete or team that won prizes

- National Level (10 points) _____
- Regional Level (5 points) _____
- Division Level (3 points) _____
- Congressional Level (1 point) _____
- District Level (0.25 point) _____

Required documents:

- _____ Official designation as coach issued by proper authorities
- _____ Plaque, certificate of recognition/ merit, medal, trophy

3. Coordinator of Boy/ Girl Scout Activities

- National Level (10 points) _____
- Regional Level (5 points) _____
- Division Level (3 points) _____
- Congressional Level (1 point) _____
- District Level (0.25 point) _____

Required documents:

- _____ Official designation as coordinator or coach issued by proper authorities
- _____ Plaque, certificate of recognition/ merit, medal, trophy

H. Authorship (10 points)

1. Book (with approval from DepED)
 - Sole authorship (10 points)
 - Co-authorship (5 points)
2. Article (1 point per article published in professional magazine)

Required documents:

- _____ Books and articles must be critical with relevance to education
- _____ Articles are published in the school paper, community paper, professional magazine or publication of national circulation (articles should not exceed 3 points)

Title _____	Publication Date: _____
	Published: _____
Title _____	Publication Date: _____
	Published: _____
Title _____	Publication Date: _____
	Published: _____
Title _____	Publication Date: _____
	Published: _____
Title _____	Publication Date: _____
	Published: _____

I. Demonstration Teaching (10 points)

Required documents:

- _____ Certification
- _____ Lesson plan approved by principal or higher authorities
- _____ Pictorials if any