



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

December 11, 2025

DIVISION MEMORANDUM  
No. 606 s. 2025

**RANKING AND PLACEMENT FOR VACANT MASTER TEACHER II AND MASTER  
TEACHER I POSITIONS IN THE SECONDARY AND SENIOR HIGH SCHOOL  
LEVEL**

To : Asst. Schools Division Superintendent  
Education Program Supervisors  
HRMPSB Members  
Secondary Principals/OICs  
All Others Concerned

1. This is to announce that the Open Ranking for the Master Teacher II and Master Teacher I vacant positions in the secondary and senior high school level (Enclosure 1), this Schools Division, shall be conducted following the schedule below:

| Date                                 | Activity  | Personnel In-Charge                             |
|--------------------------------------|---|---|
| On or before<br>December 23,<br>2025 | Submission of notarized Omnibus Sworn Statement and copies of Performance Rating for three (3) consecutive rating periods                         | Records Unit                                    |
| December 26,<br>2025                 | Initial evaluation of the applicants' qualification based on DepEd Order No. 20, s. 2024<br>- Qualification Standards<br>Performance Requirements | HRMO<br>Division Assessor                       |
| January 6, 2026                      | Posting and emailing of qualified applicants  | Division HRMPSB<br>Secretariat                  |
| January 7, 2025                      | Classroom Observation and Portfolio Annotations   | HRMPSB Subcommittee<br>where the vacancy exists |
| January 8, 2025                      | Evaluation of documents based on DepEd Order No. 20, 2024 (3 <sup>rd</sup> Floor Conference Hall) SDO Building                                    | HRMPSB  |
| January 9, 2025                      | Submission of CAR to the SDS  | Secretariat                                     |

2. The Qualification Standards (QS) based on DepEd Order Nos. , 19, s. 2025 and 24, s. 2025 are as follows:



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| Position<br>Title/Salary<br>Grade  | Education   | Experience   | Training   | Eligibility                                       |
|--|---|--|--|---|
| Master<br>Teacher II<br>(Secondary)  | Master's degree in<br>Education, or<br>Educational<br>Leadership, or<br>Educational<br>Management, or<br>relevant subject or<br>learning area | 5 years teaching<br>experience and 1<br>year relevant<br>experience in<br>instructional<br>supervision and<br>technical<br>assistance to<br>teachers | 24 hours of<br>training in any of<br>or a cumulative of<br>the following:<br>Curriculum,<br>Pedagogy, Subject<br>Specialization and<br>8 hours of<br>training in<br>instructional<br>Supervision<br>acquired within<br>the last 5 years; or<br>Completion of<br>NEAP-requisite<br>professional<br>development<br>program for<br>Career Stage III<br>(Highly Proficient<br>Teacher) | RA 1080, as<br>amended<br>(Teacher-<br>Secondary) |
| <i>Performance Requirements:</i><br><b>At least 10 Highly Proficient COIs at Outstanding and At least 5 Highly Proficient NCOIs at Very Satisfactory; and 5 Highly Proficient NCOIs at Outstanding</b> |   |  |  |   |
| Master<br>Teacher I<br>(Secondary)   | Master's degree in<br>Education, or<br>Educational<br>Leadership, or<br>Educational<br>Management, or<br>relevant subject or<br>learning area | 5 years teaching<br>experience   | 24 hours of<br>training in any of<br>or a cumulative of<br>the following:<br>Curriculum<br>Pedagogy, Subject<br>Specialization and<br>8 hours of<br>training in<br>instructional<br>Supervision<br>acquired within<br>the last 5 years; or<br>Completion of<br>NEAP-requisite<br>professional<br>development<br>program for<br>Career Stage III                                    | RA 1080, as<br>amended<br>(Teacher-<br>Secondary) |



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|   |   |  |  |  |
|---|---|--|--|--|
|   |   |  | (Highly Proficient Teacher)  |  |
| <b>Performance Requirements:</b><br><b>21 Proficient COIs at Outstanding and 8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding</b> |   |  |  |  |
| Master Teacher II (Senior High School Master Teacher II) Academic Track and Core Subjects   | Master's degree in relevant strand/ subject plus 18 professional units in Education<br>Master's degree in relevant strand/subject | 5 years teaching experience in teaching or industry work in relevant strand/ subject and 1 year experience in instructional supervision and technical assistance to teachers | 24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP requisite professional development program for Career Stage III (Highly Proficient teacher) | RA 1080, as amended (Teacher-Secondary) for permanent appointments<br><br>None required for provisional and contractual appointments must pass the LET within 5 years after the date of first hiring |
| Master Teacher I (Senior High School Master Teacher II) Academic Track and Core Subjects  | Master's degree in relevant strand/ subject plus 18 professional units in Education<br>Master's degree in relevant strand/subject | 5 years teaching experience in teaching or industry work in relevant strand/ subject   | 24 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of   | RA 1080, as amended (Teacher-Secondary) for permanent appointments<br><br>None required for provisional and contractual appointments must pass the LET within 5 years after the date of first hiring |



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|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  | NEAP requisite professional development program for Career Stage III (Highly Proficient Teacher) |  |
|--|--|--|--|--|

3. The evaluation of documents shall be based on DepEd Nos. 20, s. 2024. Interested and qualified applicants shall submit the notarized Checklist of Requirements (Omnibus) on or before December 22, 2025.
4. The said open ranking aims to provide a pool of qualified applicants needed in filling up vacancies for Master Teacher I and II positions in the said schools. No additional documents will be accepted after the scheduled date of the ranking procedure.
5. The concerned School Principal shall conduct an initial evaluation based on the qualification standards.
6. SDO Bulacan provides equal employment opportunity to all qualified applicants for the position who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability religion, ethnicity or political affiliations.
7. Wide dissemination of this Memorandum is desired.

**CECILIA E. VALDERAMA, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge

Office of the Schools Division Superintendent

December 11, 2025  
HRMPSB



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Enclosure to the Division Memorandum No. <sup>606</sup>s. 2025

| School                     | Position   | Item Number        | Publication Date   |
|----------------------------|--|--------------------|--------------------|
| Parada NHS                 | Master Teacher II<br>(English)                   | MTCHR2-150389-2016 | September 23, 2025 |
| San Idefonso NHS           | Master Teacher II<br>(Science)                   | MTCHR2-150371-2016 | September 3, 2025  |
| Ramona S. Trillana MHS     | Master Teacher II<br>(Math)                      | MTCHR2-150016-2019 | September 23, 2025 |
| Norazaray NHS              | Master Teacher II<br>(ESPE)                      | MTCHR2-150011-2009 | September 23, 2025 |
| John J. Russell MHS        | Master Teacher I<br>(English)                    | MTCHR1-150291-2016 | October 14, 2025   |
| Frances NHS                | Master Teacher I<br>(Science)                    | MTCHR1-150539-2016 | October 14, 2025   |
| Pulong Buhangin NHS        | Master Teacher I<br>(English)                    | MTCHR1-150022-2014 | December 2, 2025   |
| Dampol 2 <sup>nd</sup> NHS | Master Teacher I<br>(Filipino)                   | MTCHR1-150245-2025 | October 28, 2025   |
| Ramona S. Trillana MHS     | Master Teacher I<br>(Filipino)                   | MTCHR1-150049-2019 | September 3, 2025  |
| FC Lipana MHS              | Master Teacher I<br>(English)                    | MTCHR1-150059-2002 | November 18, 2025  |
| <b>SENIOR HIGH SCHOOL</b>  |  |                    |                    |
| Calumpit NHS               | Master Teacher II (Academic Track)               | MTCHR2-150283-2016 | October 28, 2025   |
| Loloimboy NHS              | Master Teacher II (Academic Track)<br>STEM III-A | MTCHR2-150263-2016 | October 28, 2025   |
| Calumpit NHS               | Master Teacher II (Academic Track)<br>Humss 1a   | MTCHR2-150280-2016 | December 2, 2025   |
| San Idefonso               | Master Teacher I (Academic Track)                | MTCHR1-150245-2016 | December 2, 2025   |
| NHS Talipit HS             | Master Teacher I (Academic Track)<br>STEM II-B   | MTCHR1-150248-2016 | October 3, 2025    |
| FC Lipana MHS              | Master Teacher I (Academic Track)<br>English     | MTCHR1-150059-2002 | November 18, 2025  |



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Enclosure to the Division Memorandum No. <sup>606</sup> S. 2025

| CHECKLIST OF REQUIREMENTS   |  |   | Annex C-1 |
|---|--|---|-----------|
| Name of Applicant: _____  |  | Application Code: _____   |           |
| Position Applied For: _____   |  |   |           |
| Office: _____   |  |   |           |
| Contact Number: _____   |  |   |           |
| Religion: _____   |  |   |           |
| Ethnicity: _____  |  |   |           |
| Person with Disability: Yes [ ] No [ ]  |  |   |           |
| Solo Parent: Yes [ ] No [ ]   |  |   |           |
| Basic Documentary Requirement   | Status of Submission<br>(To be filled out by the applicant)<br><i>(Check if submitted)</i> | Verification<br>(To be filled out by the HRM/HR Officer/sub-repository) |           |
|   |  | Status of Submission<br>(Check if complete)                             | Remarks   |
| a. Letter of intent addressed to the SDS  |  |   |           |
| b. Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)   |  |   |           |
| c. Photocopy of Voter's ID and/or any proof of residency  |  |   |           |
| d. Photocopy of valid and updated PRC License/ID  |  |   |           |
| e. Photocopy of Certificate of Board Rating   |  |   |           |
| f. Photocopy of scholastic/academic record i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available  |  |   |           |
| g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable  |  |   |           |
| h. Photocopy of latest appointment (for those applying for promotion)   |  |   |           |
| i. Photocopy of certificate/s of relevant specialized trainings or professional development programs  |  |   |           |
| j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable  |  |   |           |
| k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Items 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position) |  |   |           |
| l. Checklist of Requirements, CAV, Data Privacy Consent Form  |  |   |           |
| m. Other documents as may be required by the HRMPSD for comparative assessment (e.g. Portfolio or Means of Verification (MOV) for the assessment of identified PPST NCOs  |  |   |           |

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 purposes 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

IN ACCORDANCE with Republic Act No. 8792 or the "Electronic Signature Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other documents in legal writing and to enforce the law requires a document to be in writing, this requirement is met by an electronic document if the said electronic document transmits its integrity and reliability and can be authenticated or verified in accordance with the following minimum:



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