



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

August 20, 2026

DIVISION MEMORANDUM

No. 339, s. 2026

**CALL FOR APPLICANTS FOR TEACHER II, TEACHER III, TEACHER V, MASTER
TEACHER I, MASTER TEACHER II, AND MASTER TEACHER III POSITIONS UNDER
NATURAL VACANCIES AS PART OF THE EXPANDED CAREER PROGRESSION (ECP)
SYSTEM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals-in-Charge
Elementary and Secondary School Heads
Administrative Officers
Human Resource Merit, Promotion, and Selection Board
Others Concerned

1. This Office hereby announces the opening of applications for Teacher II, Teacher III, Teacher V, Master Teacher I, Master Teacher II, and Master Teacher III positions under natural vacancies pursuant to Executive Order No. 174, s. 2022, and DepEd Order No. 020, s. 2024.

Anchored on the above rules and guidelines, this policy shall cover the grant of authority to the 46 Districts of this Schools Division to constitute their respective HRMP SB-Subcommittees to conduct the Initial Evaluation of Applications for the following positions:

Position	Level
Teacher II	Elementary
Teacher II	Secondary (Junior High School)
Teacher II	Secondary (Senior High School-ACAD/TVL)
Teacher III	Elementary
Teacher III	Secondary (Junior High School)
Teacher III	Secondary (Senior High School-ACAD/TVL)
Teacher V	Secondary (Senior High School-ACAD)
Master Teacher I	Elementary
Master Teacher I	Secondary (Junior High School)
Master Teacher II	Elementary
Master Teacher III	Elementary

2. Composition of the District-Based HRMPSB-Sub Committees

The District-Based HRMPSB Sub-committees shall be under the direct supervision of the Division HRMPSB and shall be composed of the following personnel:

Designation	Person Responsible
Chairperson	Public Schools District Supervisors or Principals-in-Charge
Members	One (1) school principal where the vacancy exists; One (1) Head Teacher/Master Teacher (MT); and One (1) representative from an accredited teachers'/employees' association (President or designated representative).
Secretariat	Administrative Officer II

3. Qualification Standards

Interested applicants must meet the following Qualification Standards (QS) for the positions listed below:

Position	Level	Education	Training	Experience	Eligibility
Teacher II	Elementary	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher II	Secondary (JHS)				RA 1080, as amended (Teacher-Secondary)
Teacher II	Secondary (SHS-ACAD)	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education (Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject)	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year experience in teaching or industry work in relevant strand/subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments (None required for provisional and contractual appointments must pass the LET within 5 years after the date of first hiring)
Teacher II	Secondary (SHS-TVL)	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education (Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization)	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	1 year experience in teaching or industry experience in relevant strand/area of specialization	RA 1080, as amended (Teacher-Secondary) for permanent appointments (None required for provisional and contractual appointments must pass the LET within 5 years after the date of first hiring)
Teacher III	Elementary	Bachelor's degree in Education; or Bachelor's degree in relevant subject or	16 hours of training in any of or a cumulative of the	2 years teaching experience	RA 1080, as amended (Teacher-

		learning area with at least 18 professional units in Education	following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years		Elementary/Sec ondary)
Teacher III	Secondary (JHS)				RA 1080, as amended (Teacher- Secondary)
Teacher III	Secondary (SHS- ACAD)	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 12 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education (Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 12 units towards Master's degree in the relevant strand/subject)	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years experience in teaching or industry work in relevant strand/subject	RA 1080, as amended (Teacher- Secondary) for permanent appointments (None required for provisional and contractual appointments must pass the LET within 5 years after the date of first hiring)
Teacher III	Secondary (SHS-TVL)	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education (Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical- vocational course(s) in the area of specialization)	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical- vocational course(s) in the area of specialization	2 years experience in teaching or industry experience in relevant strand/area of specialization	RA 1080, as amended (Teacher- Secondary) for permanent appointments (None required for provisional and contractual appointments must pass the LET within 5 years after the date of first hiring)
Teacher V	Secondary (SHS- ACAD)	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education (Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical- vocational course(s) in the area of specialization)	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical- vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	3 years and 6 months experience in teaching or industry experience in relevant strand/area of specialization	RA 1080, as amended (Teacher- Secondary) for permanent appointments (None required for provisional and contractual appointments must pass the LET within 5 years after the date of first hiring)
Master Teacher I	Elementary	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	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;	5 years teaching experience	RA 1080, as amended (Teacher- Elementary/Sec ondary)
Master Teacher I	Secondary (JHS)				RA 1080, as amended (Teacher- Secondary)

			or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)		
Master Teacher II	Elementary	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	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)	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher- Elementary/Sec ondary)
Master Teacher III	Elementary	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	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 IV (Distinguished Teacher)	5 years teaching experience and 2 years relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher- Elementary/Sec ondary)

4. Duties and Functions of the District-Based HRMPSB Sub-Committees

The sub-committee performs functions in consonance with DepEd Order No. 20, s. 2024:

a. Duties of the Chairperson and Members

- i. Conduct an initial evaluation of applicants' documents vis-à-vis the CSC approved qualification standards (Education, Experience, Training, Eligibility, and Competency).
- ii. Determine the applicant's performance based on standards per DBM-DepEd JC 01, s. 2025 Form 1-A and DepEd Order No. 20, s. 2024.

b. Duties of the Secretariat

- i. Receive applications for Teacher II to Master Teacher II positions.
- ii. Check and verify the completeness and veracity of submitted documents.
- iii. Attest to the Checklist of Requirements (Annex C of DepEd Order No. 20, s. 2024) in place of the Human Resource Management Officer.
- iv. Record minutes of the sub-committee deliberations.

- v. Prepare and sign the Initial Evaluation Results (IER) (Annex D of DepEd Order No. 20, s. 2024).
- vi. Indorse the IER and application documents to the Division HRMO within the prescribed timeframe.

5. Submission and Receipt of Application Documents

All interested and qualified applicants shall submit the following documentary requirements to their respective District-Based HRMPSB Sub-Committee through the Administrative Officer II serving as Secretariat:

- a) Letter of Intent addressed to GAUDENCIO C. ALJIBE, JR. PhD, CESO V, Schools Division Superintendent, Department of Education, Northern Samar Division, Mabini St., Brgy. Acacia, Catarman, Northern Samar;
- b) Duly accomplished Personal Data Sheet (PDS), Revised 2026, with a Work Experience Sheet;
- c) Photocopy of Voter's ID (or proof of residency);
- d) Photocopy of valid 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 available);
- h) Photocopy of latest appointment;
- i) Photocopy of certificates of relevant specialized trainings or professional development programs, if applicable;
- j) Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable
- k) Photocopy of the required Performance Rating(s) with at least **Very Satisfactory** rating (*note: submit at most three (3) performance ratings depending on the performance requirements per item 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 and an Omnibus Sworn Statement certifying the authenticity and veracity of all documents, along with a Data Privacy Consent Form (Annex C) pursuant to RA 10173; these must be sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO 292, as amended by RA 6733 and further amended by RA 10755; and
- m) Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOV) for the assessment of identified PPST NCOIs.

6. Indicative Schedule of Activities

Activities	Inclusive Dates	Focal Person/Office
Submission and Receipt of Application Documents to the District-Based HRMPSB Sub-Committee	September 2, 2026	District-Based HRMPSB Sub-Committee (Secretariat)
Conduct of Initial Evaluation by the District-Based HRMPSB Sub-Committees. Preparation of Initial Evaluation Results (IER) as prescribed in Annex D of DO 20, s. 2024.	September 7-11, 2026	District-Based HRMPSB Sub-Committee
Assessment and Evaluation of Applicants across all criteria.	September 14-18, 2026	
Deadline for the submission of complete documents and the Individual Evaluation Sheets (IES) of applicants to the Division HRMPSB	September 24, 2026	District-Based HRMPSB Sub-Committee (Secretariat)

6. Immediate dissemination of and compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE JR., PhD, CESO V,
 Schools Division Superintendent

DepEd Northern Samar
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 By: 
 Date: **20 AUG 2024**