



Republic of the Philippines  
**Department of Education**  
Region XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

February 27, 2025

**DIVISION MEMORANDUM**

No. 0065, s. 2025

**TIMELINES IN THE HIRING PROCESS FOR SUBMISSION OF PERTINENT DOCUMENTS FOR THE OPENING OF ONE (1) ELEMENTARY MASTER TEACHER III, THREE (3) ELEMENTARY MASTER TEACHER I, AND FOUR (4) SHS TEACHER III VACANT POSITIONS**

To: **BASILIO P. MANA-AY JR., CESO VI**  
Assistant Schools Division Superintendent  
**JANWARIO E. YAMOTA**, CID Chief Education Supervisor  
**AILENE B. AÑONUEVO**, SGOD Chief Education Supervisor  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Admin. Officer V/Human Resource Management Officer II**  
**School Heads, Public Elementary Schools**  
**School Heads, Public Secondary and Senior High Schools**  
**All Concerned**

1. Please be informed of the timelines in the hiring process for submission of pertinent documents for the opening of one (1) Elementary Master Teacher III, three (3) Elementary Master Teacher I, and four (4) SHS Teacher III vacant positions.

Date	Activity
February 27, 2025 – March 10, 2025	Submission of pertinent documents (hardcopy) in the Division Office, Records Section.  <b>Master Teacher:</b> The hiring process and evaluation are based on MEC Order No. 10, s. 1979. <b>Teacher II and III:</b> The hiring process and evaluation are based on DEPED Order No. 66, s. 2007.



Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)823 1469, (084) 628 4066  
Email: panabocity.division@deped.gov.ph

To be announced	Initial evaluation by HRMO of the applicant's mandatory requirements and final updating of the applicant's lacking documents.
To be announced	Final evaluation of documents by the HRMO and posting of IER
To be announced	Open Assessment, Interview, Written Examination, and Confirmation of Scores
	Consolidation of Ratings by the Secretariat
	Validation of Rating by the HRMPSB
	Submission of Ranking to the Office of the Schools Division Superintendent

2. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter addressed to Dr. Jinky B. Firman, CESO VI, Schools Division Superintendent, through Basilio P. Mana-ay Jr., CESO VI, Assistant Schools Division Superintendent, HRMPSB Chairperson, and submit application documents on or before March 10, 2025.


- a. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable;
- b. Photocopy of valid and updated PRC License/ID, if applicable;
- c. Photocopy of Certificate of Eligibility /Report of Rating, if applicable;
- d. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, Certified Authenticated and Verified (CAV), including completion of graduate and post-graduate units/degrees, if available;
- e. Photocopy of Certificate/s of Training, if applicable;
- f. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is /are applicable;
- g. Photocopy of latest appointment, if applicable;
- h. Photocopy of the performance rating (must be signed or approved) for two (2) previous performance rating periods (if applicable);
- i. 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 (*you may download the file on this link <http://tinyurl.com/AnnexCChecklist>*), **notarized or sworn before any public officer authorized to administer oath**;
- j. Other documents as may be required for comparative assessment, such as but not limited to:
  - i. For Teacher III and Teacher II: Means of Verification (MOVs) showing Outstanding Accomplishments (Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship, Consultant/Resource Speaker) reference: DO 66, s. 2007;



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- ii. For Master Teacher I: Means of Verification (MOVs) for Leadership, Potential, Accomplishments, & Demonstration, reference: MEC Order No. 10, 1979, if applicable.
3. This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. This is in line with the principle laid down in D.O. No. 29, s. 2002, Merit Selection Plan of DepEd, to create equal opportunities for employment to all who are qualified to enter government service and for career advancement in the DepEd, regardless of gender, civil status, disability, religion, ethnicity or political affiliation.
4. Attached is the details of vacant positions.
5. For information and widest dissemination.

For and in the absence of the SDS

  
**BASILIO P. MANA-AY JR., CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge

Encl.: as stated  
OSDS/bpmj/cdr

**RELEASED**

**FEB 27 2025**

RECORDS SECTION SDO PANABO CITY

BY 



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Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
ANNOUNCEMENT OF VACANT ITEM POSITIONS

Date: February 27, 2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MASTER TEACHER III	OSEC-DECSB-MTCHR3-750045-2022	20	62,967	Completion of academic requirements for a Master's degree in Education or its equivalent	8 hours of relevant training	1 year as Master Teacher II or 5 years as Teacher III	RA 1080 (Teacher)		DIVISION OF PANABO CITY Elementary Level
2	MASTER TEACHER I	OSEC-DECSB-MTCHR1-750039-2008	18	51,304	Bachelor of Elementary Education (BEEEd) 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	RA 1080 (Teacher)		DIVISION OF PANABO CITY Elementary Level
3	MASTER TEACHER I	OSEC-DECSB-MTCHR1-750114-2019	18	51,304	Bachelor of Elementary Education (BEEEd) 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	RA 1080 (Teacher)		DIVISION OF PANABO CITY Elementary Level
4	MASTER TEACHER I	OSEC-DECSB-MTCHR1-751530-1998	18	51,304	Bachelor of Elementary Education (BEEEd) 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	RA 1080 (Teacher)		DIVISION OF PANABO CITY Elementary Level
5	TEACHER III	OSEC-DECSB-TCH3-750179-2016	13	34,421	ACADEMIC TRACK AND CORE SUBJECTS 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; ARTS & DESIGN Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus at least 18 units of specialization in the relevant subject; SPORTS Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in fields under the Track;  TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) Bachelor's degree, or completion of technical-vocational course(s) in the area of specialization	ACADEMIC TRACK AND CORE SUBJECTS 4 hours of training relevant to the subject area of specialization; ARTS & DESIGN 4 hours of training relevant to the courses in the Track; SPORTS 4 hours of training relevant to the courses in the Strand; TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) At least NC"II" – TMC"II" (*Appropriate to the specialization)	ACADEMIC TRACK AND CORE SUBJECTS 1 year of relevant teaching/industry work experience; ARTS & DESIGN 2 years relevant teaching/industry work experience; SPORTS 2 years relevant teaching/industry work experience; TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) 1 year of relevant teaching or 1 year of industry work experience	Applicants for a permanent position RA 1080 ("teacher")  If not RA1080 eligible, they must pass the LET within five (5) years after the date of first hiring.  Applicants for a contractual position: None required.  Practitioners (part-time only): None required.		DIVISION OF PANABO CITY Senior High School
6	TEACHER III	OSEC-DECSB-TCH3-750188-2016								
7	TEACHER III	OSEC-DECSB-TCH3-750189-2016								
8	TEACHER III	OSEC-DECSB-TCH3-750193-2016								

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1. Fully accomplished Personal Data Sheet (PDS) duly notarized with recent passport-sized picture (CS Form No. 212, Revised 2017) & Work Experience Sheet (if applicable) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Photocopy of valid and updated PRC License/ID, if applicable;
3. Photocopy of Certificate of Eligibility /Report of Rating, if applicable;
4. 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;
5. Photocopy of Certificate/s of Training, if applicable;
6. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is /are applicable;
7. Photocopy of latest appointment, if applicable;
8. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable;
9. 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 (you may download the file on this link <http://tinyurl.com/AnnexCChecklist>), **notarized or sworn before any public officer authorized to administer oath**;
11. Other documents as may be required for comparative assessment, such as but not limited to:
  - i. For Teacher III and Teacher II: Means of Verification (MOVs) showing Outstanding Accomplishments (Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship, Consultant/Resource Speaker) reference: DO 66, s. 2007;
  - ii. For Master Teacher: Means of Verification (MOVs) for Leadership, Potential, Accomplishments, & Demonstration, reference: MEC Order No. 10, 1979, if applicable.

**QUALIFIED APPLICANTS** are advised to hand in their application to:

Division of Panabo City - Records Section  
Government Compound, Brgy. J.P. Laurel, Panabo City

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**