



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

Office of the Schools Division Superintendent

May 27, 2025

DIVISION MEMORANDUM

No. 0125, s. 2025

TIMELINES IN THE HIRING PROCESS FOR SUBMISSION OF PERTINENT DOCUMENTS FOR THE OPENING OF ONE (1) MASTER TEACHER II AND TWO (2) MASTER TEACHER I 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

- Please be informed of the timelines in the hiring process for submission of pertinent documents for the opening of one (1) Master Teacher II and two (2) Master Teacher I vacant positions.

| Date | Activity |
|------------------------------|---------------------------------------------------------------------------------------|
| May 27, 2025 – June 10, 2025 | Submission of pertinent documents (hardcopy) in the Division Office, Records Section. |
| To be announced | Initial evaluation by HRMO of the applicant's mandatory requirements. |
| 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 |



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

| | |
|--|----------------------------------------------------------------------------|
| | 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 June 10, 2025.
 - a. Letter of intent;
 - b. Duly 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, Certified Authenticated and Verified (CAV), 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 required Performance Ratings with at least Very Satisfactory rating. (Note: The applicant shall submit at most two (2) performance ratings. The latest performance rating shall cover one (1) year complete performance rating period);
 - j. 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>*), **must be notarized**;
 - k. Other documents as may be required for comparative assessment, such as but not limited to:
 - i. Means of Verification (MOVs) for leadership, potential, and accomplishments.
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.



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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/ncrm/cdr

RELEASED

MAY 28 2025

RECORDS SECTION, SDO PANABO CITY
BY 



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Republic of the Philippines
DEPARTMENT OF EDUCATION
DIVISION OF PANABO CITY
ANNOUNCEMENT OF VACANT ITEM POSITIONS

For and in the absence of the SDS

BASILIO P. MANA-AY, JR., CESO VI
Assistant Schools Division Superintendent
Date: May 27, 2025

| Position Title No. (Parenthetical Title, if applicable) | Plantilla Item No. | SG | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|---------------------------------------------------------|-------------------------------|----|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------|--------------------------|----------------------------|------------------------------------|
| | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 MASTER TEACHER II | OSEC-DECSB-MTCHR2-750539-1998 | 19 | 56,390 | Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education, and 24 units for a Master's degree in Education or its equivalent | 4 hours of relevant training | 1 year as Master Teacher I or 4 years as Teacher III | RA 1080 / PBET (Teacher) | | DIVISION OF PANABO CITY Elementary |
| 2 MASTER TEACHER I | OSEC-DECSB-MTCHR1-750035-2009 | 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 / PBET (Teacher) | | DIVISION OF PANABO CITY Elementary |
| 3 MASTER TEACHER I | OSEC-DECSB-MTCHR1-750116-2019 | 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 / PBET (Teacher) | | DIVISION OF PANABO CITY Elementary |

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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter addressed to Jinky B. Firman, PhD, 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 June 10, 2025.

1. Letter of intent
2. Fully accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable;
3. Photocopy of valid and updated PRC License/ID, if applicable;
4. Photocopy of Certificate of Eligibility /Report of Rating, if applicable;
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11. Other documents as may be required for comparative assessment, such as but not limited to:
 1. Means of Verification (MOVs) for leadership, potential, and accomplishments.

QUALIFIED APPLICANTS are advised to submit their documents and addressed to:

JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent
Government Center, City Hall St., Brgy. JP Laurel, Panabo City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.